

POSITION DESCRIPTION

Position Title:	Care Evaluator
Reports to:	Directly to the Residential Site Manager for management issues and Indirectly to the Clinical Services Manager-DON for clinical issues
Supervising:	N/A
Liases with:	Residents, other staff members, relatives / next of kin and external service providers
Location:	Eunice Seddon Home 32 Potter Street, Dandenong 3175
Classification:	Wintringham EBA
Hours:	Full time (requires flexibility to work across all shifts as required)

About Wintringham

Wintringham provides affordable and high quality housing, support, aged care and NDIS services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

Position Summary

The objectives of the position are to:

- Provide quality services in a manner, which maintains and enhances the independence of residents and maximises their lifestyle options
- Ensure the resident is at the centre of decision making, ensuring their needs, choices, independence, dignity or identified risks are considered.
- Provides high quality care through process of direct assessment with the resident and development of support plans in line with the resident's current care needs and lifestyle choices
- To work as part of the care team with the resident to truly know the resident's care needs, the care evaluator must work with the residents and staff and critically review the resident's care needs



- Develop an excellent knowledge of each client's care requirements; The care evaluator will achieve this by hands on provision of care for the residents and working directly with care staff in the provision of care.
- To understand the impact of changes to residents' health, medication and lifestyle may have on care needs and behaviours and develop plans and strategies to support the resident.

Responsibilities/Duties

- To be responsible for the development, implementation and review of residents' assessed care needs and development of care plans in line with resident's needs and choice.
- To assess, reassess and document resident's care needs with the resident's care and nursing staff in a timely manner
- Co-ordinate and support the "resident of the day" procedures
- Attend weekly care review meetings
- To share the care plan with residents and next of kin and further analyse their usual care needs, so that the care plan truly reflects the resident's care needs
- Ensure changes to resident's assessed care needs are relayed to resident, Wintringham staff and relevant external stakeholders
- To observe, reassess, evaluate, and report changes in resident's behaviour or physical condition to the Care Manager to better assist behaviour support for residents
- Provide detailed strategies, plans and support that consider all elements of resident/ client choice, best practice, practicality, and risk.
- To be available for morning, afternoon shifts and night shift (where a resident's lifestyle and or behaviour warrants night assessment)
- To ensure confidentiality is always maintained
- Take a lead role in the use of resident care software
- Respond to emergency situations
- Understanding and adherence to Wintringham's Code of Conduct
- Participate in the continuous improvement cycle, by proactively identifying and raising improvements through Wintringham's quality systems
- Understanding responsibilities in relation to the role as defined in the relevant policies and procedures
- Practice open communication and proactively participate in problem solving, where issues or areas of disagreement arise.
- To discuss changes identified in a resident's care needs with the Site Manager for the purpose of the potential for the need to submit an AN-ACC reassessment through My Aged Care.

Health & Safety Responsibilities

As a Wintringham employee, you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed



- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004

Key Selection Criteria

Skills/Experience:

Essential

- Knowledge and understanding of the special needs of older people
- Experience in gerontology / community / palliative / mental health / alcohol and drugs or related specialty
- Knowledge and skills to perform personal care and clinical tasks
- Well developed assessment and documentation skills
- Good computer skills
- Good communication skills both written and oral
- Ability to liaise with staff, residents, their families and other professionals.
- A non-judgemental approach

Desirable

- Experience in residential aged care and knowledge of Aged Care Act 1997, Accreditation Standards, documentation and accountability
- Administration skills in documentation and quality assurance programs
- Autonomous and self-directed
- Experience and knowledge of services associated with aged homelessness
- Ability to be creative and innovative
- Critical thinking and analytical
- Experience working with clients with complex behaviours

Qualifications:

Essential

- Registered Nurse Division 1

Desirable

- Postgraduate qualifications – gerontology and/or management

Appointment is subject to the Wintringham Employment Screening policy, including a satisfactory police records check and NDIS Worker Clearance check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

Wintringham is an equal opportunity employer.



I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____

