

POSITION DESCRIPTION

Position Title:	Personal Care Worker (Respite)
Business Unit:	Aged Care – Respite
Business Division:	Residential & Individual Supports
Reports To:	Respite Coordinator
Classification:	genU Nurses and Aged Care Enterprise Agreement (2020-2023). Aged Care Level 3 (Unqualified) Aged Care Level 4 (Qualified)
Date Prepared/Updated:	November 2021

The genU way

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making. Our mission is to enable each person we support to live the life they choose.

OUR VALUES



Business Unit Overview

genU Residential and Individual Supports (RIS) is a division of genU which provides a range of services and supports to people who are retiring, for people who have a disability and people who are aging. genU Residential and Living includes Costa House Residential Aged Care (RAC), Shared and Respite Living, Supported Residential Services (SRS), Retirement Living, Day & Cottage Aged Care Respite, Social Housing and all in home and other individual supports for clients of genU. genU are a registered aged care, retirement living and disability provider supplying services throughout Australia.

Position Purpose

To enhance the quality of life of clients by providing person-centered support and care promoting wellness and reablement and in respect to client's choice and lifestyle

preferences

Key Accountabilities of Role

- Provision of support and assistance to the client in accordance with their individual care plans to achieve their goals
- Facilitate activities in accordance to the Leisure & Lifestyle Program
- Provide support and assistance to clients to participate in Leisure and lifestyle programs and activities of their choice
- Transportation of clients to & from program and to excursions as required driving a 12-seater vehicle (car licence only required)
- Assist clients with their medication according to policy and procedures.
- Documentation completed as required and according to Policies and Procedures including compliance with the Food Safety Plan.
- Meal and drink preparation according to clients' dietary requirements
- Referral of consumers to the Respite Coordinator or Respite Nurse as required
- Participate in in-service training, competency assessment and continuous improvement program activities.
- Compliance with policies and procedures and regulatory requirements
- Assist with cleaning and general household duties as directed/required

Key Working Relationships:

Internal:

- Lifestyle staff
- Enrolled Nurses
- Administration Staff
- Volunteers

External:

- Clients
- Carers
- Client's family

Key Selection Criteria & Qualifications:

Essential:

- Certificate III Individual Support or equivalent or current student working toward Bachelor or Diploma of Nursing
- NDIS Screening Workers Check
- NDIS Worker Orientation Module Certificate of Completion
- Current First Aid Certificate
- Current Drivers Licence

Desirable:

- Experience in working in the Aged Care or similar industry
- Knowledge of the Aged Care Quality Standards
- Experience in driving a 12-seater vehicle (car licence only required)

Cultural Fit:	<p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce and incorporate these values and behaviours.</p> <p>genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.</p>
General Information:	<p>Employment terms and conditions are provided according to relevant award/agreement.</p> <p>This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.</p> <p>It is not intended to be an exhaustive list of all responsibilities, duties and skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.</p> <p>genU recognises the increased importance of workplace flexibility and will reasonably consider requests for flexibility to balancing work, life and family needs.</p>