

# Position Description

## Aged Care Employee 1 (Care)

<b>Position Title:</b>	Aged Care Employee- ACE 1
<b>Business Unit:</b>	IRT Lifestyle & Care - Operations
<b>Reports to (Title):</b>	RN / Care Coordinator/ Care Team Leader / Care Manager
<b>Classification:</b>	Aged Care Employee – Level 1

### JOB ENVIRONMENT:

At IRT, our Lifestyle Communities provide independent living solutions that are designed to give our residents the freedom to be as active or relaxed as they like. Our Lifestyle Services aim to provide a range of social activities and outings to appeal to as many of our residents as possible. Daily activities are organised as well as one off special events.

### JOB PURPOSE:

- To deliver a high standard of care to enable residents to achieve optimum quality of life
- To perform basic duties under direct supervision.

### OUR MISSION

To create communities where seniors achieve their optimum quality of life

### OUR VALUES

**Integrity** we are open and honest

**Respect** we value each individual

**Trust** we deliver on promises

## **JOB SPECIFIC RESPONSIBILITIES:**

- Please see site specific duty list for full breakdown of job expectations
- Provide under direct supervision (initially) assistance to residents according to the requirements of the Care Plan in carrying out simple personal care tasks including but not limited to:
  - Supervise and assist with daily hygiene – showering, bathing, shaving, cutting finger nails and toileting
  - Lay out clothes and assist in dressing
  - Tidy rooms and make beds
  - Store clothes and clean wardrobes
  - Assist with meals
- Participate in Accreditation process including preparation and site visits
- Contribute to improvement strategies for the care team
- Complete relevant documentation in an accurate and timely manner
- Other duties as required by the manager/supervisor not inconsistent with the role.

## **ALL EMPLOYEE RESPONSIBILITIES:**

- Actively support IRT's mission and values
- Follow IRT's Code of Conduct
- Represent IRT in a positive way at all times
- Work in line with IRT policies and procedures
- Attend relevant training and awareness courses as required
- Cooperate with IRT Work Health & Safety Policies and Procedures and take all reasonable care to ensure that actions or omissions do not impact on the health and safety of yourself and/or others in the workplace. All employees are responsible for ensuring that contractors carry out their tasks in a safe manner and do not impact on the health and safety of others in the workplace. Any unsafe activities must be reported to the employee's supervisor and/or manager immediately
- Comply with all records management systems, procedures and relevant legislation to ensure processes are in place to capture and maintain evidence of and information about business activities and transactions in the form of records
- Maintain confidentiality around IRT business information and don't share it with other people who aren't directly involved – whether they are internal or external – via face to face, email or social media (e.g. Facebook and Twitter)
- At IRT we are working hard to become a sustainable organisation and to reduce our environmental footprint. All of our employees have a significant role to play in our campaign for a more 'Green' future.

## **MAJOR CHALLENGES:**

- Managing varied and conflicting demands to meet agreed standards and timeframes
- Establishing and maintaining effective professional working relationships whilst maintaining a high standard of care.

## **DECISION MAKING AUTHORITY:**

This position will receive routine direction from the relevant Manager.

The incumbent:

- Prioritises individual workloads and requests within agreed standards and timeframes
- Identifies emerging issues and initiates appropriate action
- Works independently and gathers and disseminates information to ensure other employees are informed about ongoing issues
- Will use initiative, research, analytical, interpersonal and communication skills to achieve effective outcomes.

IRT policies and procedures will guide decisions and recommendations and influence the development of new policies and procedures. The incumbent will clarify and resolve problems using current policies, procedures and legislation. Problem resolution is the responsibility of the position incumbent, but may be escalated where the issue exceeds the delegation or scope of practice.

## **WORKING RELATIONSHIPS:**

### **Internal:**

- |                  |                           |
|------------------|---------------------------|
| ▫ IRT Management | ▫ IRT Residents           |
| ▫ IRT Employees  | ▫ IRT Volunteers/Students |

### **External:**

- |                                 |                               |
|---------------------------------|-------------------------------|
| ▫ Families/friends of residents | ▫ Contractors                 |
| ▫ Government Agencies           | ▫ Suppliers                   |
| ▫ Other External Agencies       | ▫ Non IRT Volunteers/Students |

## **ESSENTIAL CRITERIA:**

- An employee at this level will commence on the job training which will include an induction course
- First Aid Certificate is required if working at a standalone site
- Sound verbal and written communication skills
- Demonstrated willingness to work as part of a multidisciplinary team
- Ability to plan and prioritise own work to meet deadlines
- A genuine interest in Aged Care.

## **DESIRABLE CRITERIA:**

- Proven attention to detail and accuracy
- Demonstrate an awareness of computer systems including Microsoft Outlook, Word and Excel operating in a Microsoft Windows environment
- Experienced using mobile phone technology to make and receive calls.

## **INDUSTRIAL INSTRUMENT:**

- IRT Enterprise Agreement 2015.

## **CONDITIONS OF EMPLOYMENT:**

- Have relevant working rights in Australia
- National Police History Check
- Pre-employment medical
- Appropriate referee checks.