

		Position Description	
Position:	Personal Care Worker	Location:	Kalyra (SITE)
Reports to:	Clinical Team Leader/ Shift Leader	Conditions of Employment:	JBMT Enterprise Agreement 2016

POSITION SUMMARY/UNIQUE CONTRIBUTION

Deliver physical and personal care to residents in accordance with the care plan to facilitate comfort, privacy and dignity of the residents.

Accountability	Authority	Tasks
Deliver physical and personal care to residents	<ul style="list-style-type: none"> To deliver the care in accordance with policies, procedures, standards and guidelines. 	<ul style="list-style-type: none"> Provide high standard services that support and assist residents to achieve maximum independence by meeting daily living and personal requirements within the care plan and with consideration of individual preferences.
Communicate with resident stakeholders including, but not limited to, family members and appropriate health professionals.	<ul style="list-style-type: none"> To advise stakeholders on matters relating to resident general wellbeing and day to day needs associated with personal effects and physical environment, referring clinical and/or care plan matters to nursing personnel 	<ul style="list-style-type: none"> Support and assist in the provision of a clean, comfortable, safe and secure environment. Perform work in a legal and ethical framework following appropriate reporting mechanisms to meet duty of care requirements Provide appropriate support in the orientation of new employees including acting in the role of "buddy" to new employees as delegated. Communicate effectively and work collaboratively with all personnel, residents and their families. Participate in relevant in-service education sessions to maintain contemporary knowledge. Complete administrative tasks, including resident record maintenance, accident/incident reporting, data entry, timesheets and employment forms, according to prescribed procedures, accreditation standards and deadlines, and legislative requirements.
Implementation of resident care plans for all residents in assigned unit.	<ul style="list-style-type: none"> To communicate all changes in resident health status to nursing personnel. To gather resident information such as progress and exceptions and communicating them to nursing personnel. To determine own work schedule, provided resident needs taken into account and effective communication with all relevant parties occurs. 	<ul style="list-style-type: none"> Undertake all relevant mandatory training and participate in professional and personal development to improve personal performance and teamwork, as well as the care and wellbeing of residents Comply with Kalyra Communities policies and procedures. Commit to the achievement of Kalyra Communities Vision and practise the organisation's Values. Other duties as required.

Accountability	Authority	Tasks
Maintain a safe working environment.	<ul style="list-style-type: none"> • To direct all staff to engage in safe work practices • To cease work/activity immediately if that work is in breach of safety policies and procedures 	<ul style="list-style-type: none"> • Maintain an up to date knowledge of, and work safely in, all aspects of Fire, Emergency and Safety, Manual Handling and work health and safety and injury management issues. • Take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work. • Comply with statutory and organisational requirements, procedures and rules to protect the health and safety of all people at the workplace including the utilisation of appropriate equipment, effective and timely reporting and ensuring you are not affected by alcohol or other drugs which are likely to endanger yourself or others

ESSENTIAL MINIMUM REQUIREMENTS**1. Educational/ Vocational Qualifications**

- Certificate III Aged Care and/ or previous experience providing personal care to elderly people

2. Personal Abilities/ Aptitudes/ Skills

- Understanding of the ageing process
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Ability to read, write and communicate clearly in English
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Commitment to maintaining confidentiality
- Commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Ability to comply with safe work practices and food safe handling practices
- Commitment to professional development and identifying opportunities for service improvement
- Good organisational and time management skills including the ability to establish priorities and plan work
- Ability to work effectively within a team environment and to work without close supervision, exercising some initiative and recognizing times when matters require referral to the appropriate supervisor
- Ability to plan work and establish appropriate priorities.
- Basic ability to effectively resolve conflict situations and deal with difficult people.
- Basic problem solving skills.
- Basic computer literacy

3. Experience

- Experience in providing care to elderly people in a residential care environment

4. Knowledge

- Knowledge of health issues relevant to the elderly

Signed by: _____
Care Manager

Signed by: _____
Personal Care Worker

Date: _____

Date: _____