

## POSITION DESCRIPTION

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<b>Position Title:</b>	Personal Care Assistant (Community Care)
<b>Reports To:</b>	Workforce Development Manager
<b>Supervising:</b>	N/A
<b>Liases with:</b>	Community Aged Care Manager, Program Managers, HCP Administration Staff and clients
<b>Location:</b>	South Eastern Melbourne & Mornington Peninsula Region
<b>Classification:</b>	Wintringham EBA
<b>Hours:</b>	Casual

### **Program Description:**

Wintringham provides Level 1, 2, 3 & 4 Home Care Packages of case management, ongoing care and support. It is a planned and co-ordinated package of home care services to assist a person with complex care needs. Generally, client care is provided once a referral has been received for an ACAS assessment through My Aged Care.

The objectives of the position are to:

- Assist clients living at home to remain living independently in the community
- Assist clients to maintain the lifestyles of their choice.
- Maintain and enhance the independence of clients with complex care needs in the community.
- Assist clients to maintain or improve their accommodation and therefore prevent premature entry to residential aged care.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual
- Develop and deliver care plan as per Service Agreement and Care Plan

Wintringham staff must work in partnership with clients and residents to achieve mutually agreed outcomes. It is expected that staff will modify their approach to suit the needs of the individual and maintain a harmonious relationship with clients and residents whenever possible.



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### **Responsibilities/Duties:**

- To ensure confidentiality is maintained at all times.
- To assist clients with personal care, this includes personal hygiene, dressing and other activities of daily living as required.
- To provide emotional support to clients.
- To carry out laundering of personal clothing and linen as required.
- To maintain appropriate documentation as required.
- To monitor and report changes in clients mental state, behaviour or physical condition.
- To assist clients to access appropriate leisure and socialisation options in the community as required.
- To develop an awareness of health and safety issues and appropriate action to be taken in relation to the workplace and community environment.
- To escort clients to appointments as required.
- To assist clients to maintain a safe and healthy environment.
- To perform a range of household tasks including: cleaning, dusting, organising maintenance, cleaning of refrigerator and stove etc as required.
- To assist clients with shopping and payment of bills as required.
- To assist clients to maintain and or improve their nutritional intake by food preparation, serving, shopping and educating them on issues related to special diets as required.
- To arrange collection of client care fees as requested by Care/Site Manager/s
- You will be aware of relevant legislative standards and guidelines.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- To pursue relevant on-going development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To perform other duties as directed as required by the Site Manager/Case Managers.
- To work in accordance with Wintringham's Policies and Procedures.

### **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



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- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

### **Qualifications:**

#### **Mandatory**

- First Aid Certificate – Level 2
- Current Drivers License and own reliable car with comprehensive insurance, (suitable for transporting clients).
- Certificate III in Individual Support, Aged or Home Care.

#### **Desirable**

- Experience working in Aged Care or Community setting.

### **Skills/Experience:**

#### **Essential:**

- Ability to work as part of a team.
- A non-judgemental approach.
- Good communication skills both written and oral.
- Ability to encourage and motivate older people
- A flexible attitude
- Ability to work autonomously, use initiative and be self motivated.

#### **Desirable**

- Knowledge and understanding of the special needs of frail, older people.
- Knowledge of and skills to perform general household tasks.
- Knowledge of and skills to perform personal care tasks as required.
- An understanding of issues associated with aged homelessness.

*Appointment is subject to a satisfactory police records 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.**



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EMPLOYEE'S NAME \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

