

POSITION DESCRIPTION

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| Position Title: | Personal Care Assistant |
| Reports To: | Care Manager or Supervisor |
| Supervising: | N/A |
| Liaises With: | Other staff members and residents |
| Location: | Port Melbourne Hostel 79 Swallow Street Port Melbourne VIC 3207 |
| Classification: | Wintringham EBA |
| Hours: | Part Time |

Program Description:

Wintringham's Hostels & Nursing Home are residential aged care facilities. They are home to 189 frail men and women who are financially disadvantaged and were homeless or at risk of homelessness. Residents have their own fully furnished room and shared ensuite facilities.

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 all residents are provided with a secure, friendly environment where individual choice and decision-making are encouraged.
- Contribute to the ongoing development of a non-institutional model of care in line with the philosophy and objectives of Wintringham.

Responsibilities and Duties:

- To ensure confidentiality is maintained at all times.

Resident Care and Support

- Assist residents with personal care, this includes personal hygiene, dressing, grooming and other activities of daily living.
- To provide emotional support to residents.
- To undertake medication management and treatment procedures as directed by the Residential Site Manager or person in charge.
- To assist residents to access services they require.



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- To assist residents to access appropriate leisure options in conjunction with recreation workers.
- To assist in the development of individual care plans.
- To attend appointments with residents as required.

Environmental and Domestic Services

- To maintain a safe environment.

Food Services

- To prepare, serve and clean up after meals. (McClean Lodge and Port Melbourne Hostels only)

Documentation and Reporting

- To observe and report changes in residents behaviour or physical condition.
- To maintain appropriate documentation as required.
- To accept all responsibilities as defined in relevant policies and procedures.
- Duties as directed by the Residential Site Manager or supervisor.
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Ongoing Development

- A commitment to ongoing training and professional development with attendance at in-service training and external training sessions.
- Attendance at compulsory training session.
- Compulsory attendance at an orientation program.
- You will be aware of relevant legislative standards and guidelines.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- 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.



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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.

Qualifications:

Mandatory

- First Aid Certificate – CPR
- Certificate III in Community Services or Aged Care;
- Medication endorsement

Skills and Experience

Essential

- Excellent and efficient communication skills both written and oral.
- Knowledge and understanding of the special needs of older people.
- Knowledge and skills to perform menu planning, food preparation and service.
- Knowledge of and skills to perform general household tasks.
- Knowledge of and skills to perform personal care tasks as required in a hostel or nursing home setting.
- Knowledge and understanding of issues related to Occupational Health and Safety including infection control, manual handling and hazard identification.
- Experience working with clients with challenging behaviour.

Desirable

- Ability to work as part of the team.
- An understanding of issues associated with aged homelessness.
- A non-judgemental approach.
- Ability to encourage and motivate older people.
- Ability to be creative and innovative.
- A flexible attitude.



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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.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____

