Wintringham

Ref: HRM PD 29i

POSITION DESCRIPTION

Position Title:	Personal Care Assistant
Reports To:	Care Manager or Supervisor
Supervising:	N/A
Liaises With:	Other staff members and residents
Location:	Ron Conn Nursing Home, Westminster Drive, Avondale Heights
Classification:	Wintringham EBA
Hours:	Casual

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.

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.
- 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.

Responsibilities and Duties:

- 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.
- To ensure confidentiality is maintained at all times.

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POSITION DESCRIPTION

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.
- Assist in the implementation of cigarette and alcohol programs.
- To assist residents to access services they require.
- 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.
- At Eunice Seddon – refer also to specific duty lists for duties as required on a shift by shift basis

Environmental and Domestic Services

- To do laundry as required (Mclean Lodge and Port Melbourne Hostels only)
- To maintain a safe environment.
- To maintain a clean environment therefore undertaking house cleaning duties as required. (Mclean Lodge and Port Melbourne Hostels only)

Food Services

- To prepare, serve and clean up after meals. (Mclean 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.

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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POSITION DESCRIPTION

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

- Enrolled Endorsed Nurse (when employed as an EEN)
- Certificate III in Community Services or Aged Care; (when employed as a PCA)
- First Aid Certificate – CPR
- Food Safety – Level 1 (Port Melbourne and McLean Lodge sites only)

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 encouraged and motivate older people.
- Ability to be creative and innovative.
- A flexible attitude.

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POSITION DESCRIPTION

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_____

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