

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Personal Care Worker</b>
<b>Department/Location:</b>	Residential Aged Care Please refer to letter of employment for Facility Name
<b>Employment Status:</b>	Please refer to letter of employment
<b>Reports To:</b>	Please refer to letter of employment
<b>Direct Reports:</b>	Nil
<b>Key Relationships/Interactions:</b>	<p><b>Internal:</b> Facility Manager, Nursing staff, Administration staff, PCW's, Diversional Therapist, Support Service Workers, Allied Health staff, Volunteers, Anglicare central support teams.</p> <p><b>External:</b> Residents, Residents' families, Medical Professionals, Agency PCW's and RN's</p>

### Position Statement / Overall Purpose:

This role's overall purpose within Anglicare Southern Queensland is to provide a range of high quality services to residents within the facility, including their individual physical, psychological, cultural and spiritual needs.

The Personal Care Worker's role will support a safe home-like environment, and encourage physical and social independence whilst safeguarding the dignity and privacy of the residents. Duties will be performed under the direction of the authorised and delegated management of the facility, usually the Registered Nurse / Enrolled Nurse.

The Personal Care Worker will work in accordance with the values of Anglicare Southern Queensland and support core business by providing service, guidance and advice within this position's specialty area.

### Position Specific Requirements & Qualifications:

1. Certificate III or IV in Aged Care or working towards attaining at a minimum.
2. Current National Police Certificate (or ability to acquire).
3. May be required to undergo evaluation and be assessed as able to meet the physical and functional requirements of the role.

### Key Selection Criteria:

1. Demonstrated ability to work with aged people.
2. Demonstrated understanding of and ability to work with residents suffering with dementia.
3. Demonstrated ability to work harmoniously and communicate effectively within a team.
4. Demonstrated ability to interpret written and verbal instructions and policies and procedures.
5. Commitment to working within the caring environment of Anglicare Southern Queensland.
6. Experience within a community services, not for profit or similar organisation and knowledge of Workplace Health and Safety regulations and requirements is desired.

### Key Accountabilities and Responsibilities:

#### 1. Accountability: Direct Care

**Responsibilities:**

- ☐ Assist the resident with activities of daily living. The activities of daily living may include activities such as self-care, housekeeping, mobility and hygiene. Outlined below are examples of these activities:
  - o Bathing/showering residents, skin care.
  - o Toileting, continence management.
  - o Teeth cleaning, shaving, hair care and nail care.
  - o Dressing/undressing.
  - o Assistance with walking.
  - o Assistance with eating.
  - o Emotional/social/spiritual support.
  - o Assist with social and recreational activities.
  - o Perform domestic duties if required.
  - o Cleaning in designated areas in accordance with set standards.
- ☐ Comply with all care directions as per the individual resident care plan when providing or assisting with activities of daily living.
- ☐ Assisting with preparation and serving of meals in accordance with set standards.
- ☐ Provide input into Resident assessment and documentation within the scope and abilities as trained.

**2. Accountability: Working in Accordance with Policies and Procedures****Responsibilities:**

- ☐ In collaboration with the Registered Nurse / Enrolled Nurse, determine the individual care/service needs of residents.
- ☐ Provide assistance with medications to residents that have requested help and follow directions supplied on dispensed medication labels where this is practice within the facility and within Anglicare SQ and Facility guidelines and as appropriately trained.
- ☐ Maintain safety of self and client/carer at all times, according to knowledge of occupational health and safety requirements.
- ☐ Actively participate in quality improvement and continuous learning to assist in review of work practices.
- ☐ Foster a cooperative harmonious relationship with staff, residents and their families.
- ☐ Maintain confidentiality of residents and staff.
- ☐ Actively consult with the Registered Nurse / Enrolled Nurse when care requires expertise beyond own capabilities.

**3. Accountability: Professional Development****Responsibilities:**

- ☐ Participate in internal and external training to increase and maintain knowledge and skill level.
- ☐ Complete relevant internal competencies.
- ☐ Understand and be confident of how to respond appropriately in an emergency situation, to an appropriate level.

**4. Other Duties and Requirements**

- ☐ Do not, during or after employment, disclose information relating to residents, clients and staff of Anglicare or damage the reputation, viability or profitability of Anglicare services;
- ☐ Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

**Delegation of Authority:**

□ In accordance with the Anglicare Delegations of Authority Policy.