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| **POSITION DESCRIPTION** |
| **Position Title:** | Personal Care Worker |
| **Service/Facility/Department:**  | Residential Aged Care Facilities |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Facility Manager, nursing staff, administration staff, Personal Care Workers (PCWs), Diversional Therapist, Support Service Workers, Allied Health staff, Volunteers, Anglicare central support teams. |
| **External:** Residents, residents’ families, medical professionals, Agency PCWs and Registered Nurses |

**Position Statement / Overall Purpose**

The overall purpose of the Personal Care Workeris 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 or Enrolled Nurse.

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

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Check
* Certificate III or IV in Aged Care or working towards attaining this qualification

**Key Selection Criteria**

* Demonstrated ability to work with aged people.
* Demonstrated understanding of and ability to work with residents suffering with dementia.
* Demonstrated ability to work harmoniously and communicate effectively within a team.
* Demonstrated ability to interpret written and verbal instructions and policies and procedures.
* Commitment to working within the caring environment of Anglicare.
* 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, examples of which are outlined below:
	+ Bathing/showering residents, skin care.
	+ Toileting, continence management.
	+ Teeth cleaning, shaving, hair care and nail care.
	+ Dressing/undressing.
	+ Assistance with walking.
	+ Assistance with eating.
	+ Emotional/social/spiritual support.
	+ Assist with social and recreational activities.
	+ Perform domestic duties if required.
	+ 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.
1. **Accountability: Working in Accordance with Policies and Procedures**

**Responsibilities:**

* + - * In collaboration with the Registered Nurse or 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 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 or Enrolled Nurse when care requires expertise beyond own capabilities.
1. **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.
1. **Other Duties and Requirements**
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.