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| **POSITION DESCRIPTION** |
| **Position Title:** | Assistant in Nursing |
| **Service/Facility/Department:**  | Residential Aged Care Facilities |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Facility Manager, administration staff, nursing staff, allied health staff, personal care and support staff and Anglicare central support teams. |
| **External:** Residents, residents’ families, medical professionals and agency staff. |

**Position Statement / Overall Purpose**

The overall purpose of the Assistant in Nursingis to provide high quality care to frail aged residents, which includes the individual physical, psychological, cultural and spiritual needs of the residents of the facility.

The Assistant in Nursing’s role will support a safe and comfortable environment, and encourage physical and social independence where possible whilst safeguarding the dignity and privacy of the residents. Duties will be performed under the direction of the authorised Registered or Enrolled Nurses.

The Assistant in Nursing 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 Certificate
* Certificate III or IV in Aged Care or equivalent
* Ability to work a 24/7 rotating roster including work on weekends and public holidays

**Key Selection Criteria**

* Demonstrated ability to work with aged people, including understanding of, and ability to work with residents suffering with dementia
* Demonstrated ability to work harmoniously and communicate effectively within a team
* Able to interpret written and verbal instructions and policies and procedures
* Commitment to working within the caring environment of Anglicare

**Key Accountabilities and Responsibilities**

1. **Accountability: Residential Care**

**Responsibilities:**

* Assist the resident with activities of daily living which may include activities such as self-care, nutrition, mobility and hygiene. Outlined below are examples of these activities:
* 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.
* Behavioural management
* Assist with social and recreational activities.
* Assist in maintaining a safe, clean and comfortable environment for residents, visitors and staff.
* Comply with all care directions as per the individual resident care plan when providing or assisting with activities of daily living.
* Cleaning/tidying in designated areas in accordance with set standards.
* Provide input on observation (Levels 1 and 2).
* Assist with medications on the request of the resident within a delegated or assigned range of duties, subject to legislative requirements (Levels 1 and 2).
* Provide input into resident assessment and documentation within scope and abilities as trained (Level 2).
1. **Accountability: Work in accordance with Policies and Procedures**

**Responsibilities:**

* In collaboration with the Registered Nurse and nursing team, determine the individual care/service needs of residents.
* Document in progress notes, incident forms & monitoring tools in accordance with policies and procedures.
* Report all incidents of suspected elder abuse in accordance with Commonwealth legislation and Anglicare guidelines.
* Ensure good communication within facility and Anglicare by:
* Checking new roster monthly in case of changes to shift times/allocations;
* Attendance at relevant staff meetings or reading minutes if unable to attend meetings;
* Reading communication books, allocation lists, diaries and new memos at beginning of each shift;
* Attending handover at the beginning of each shift; and
* Checking for personal mail each working day.
* Regularly checking notice boards for information updates.
* Maintain safety of self and the resident 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 co-operative harmonious relationship with staff, residents and their families
* Maintain confidentiality of residents and staff.
* Actively consult with the Registered 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 & mandatory education as directed within annual time frames.
* Understand and be confident of how to respond appropriately in an emergency situation, to an appropriate level.
1. **Other Duties and Requirements**
* Assist with the orientation for new team members within ability (Level 2).
* 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.