

## POSITION DESCRIPTION

### Personal Care Assistant

<b>Program:</b>	<b>Sacred Heart Community</b>
<b>Reports to:</b>	Clinical Care Coordinator/Registered Nurse
<b>Supervises:</b>	N/A
<b>Date of Last Review:</b>	April 2024
<b>Classification:</b>	Direct Aged Care Employee Level 4  Sacred Heart Mission Enterprise Agreement 2023 or subsequent Agreements
<b>Victorian Portable Long Service Benefits Scheme</b>	This role has been deemed ineligible to participate in Scheme

### PROGRAM INFORMATION

Sacred Heart Community is a supported residential facility providing a “home for life” for 97 residents with complex clinical and social needs, who require a higher level of daily assistance. The “My Community, My Way” model of support creates empowerment, autonomy and independence for people living with chronic mental and physical health issues and social disadvantage. Our clients extend across the lifespan to include younger adults and aged people.

In addition we offer diverse lifestyle and health and allied health programs which encourage residents to lead full and active lives through engagement with the local community and the programs offered internally.

### PURPOSE OF THE POSITION

This role will ensure that Sacred Heart Community provide the highest quality, effective and caring service to residents in accordance with SHM’s values and legislative and funding requirements.

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## KEY RESPONSIBILITIES

Accountability	Major Activities
<b>Personal Care</b>	<ul style="list-style-type: none"> <li>▪ Provide personal care to residents within the Aged Care standards</li> <li>▪ Deliver care consistent with the Sacred Heart Mission philosophy, eg: Trauma Informed Care</li> <li>▪ Report any resident conditions to the Registered Nurse</li> <li>▪ Report any risks and hazards</li> <li>▪ Actively participate in handover</li> <li>▪ Work respectfully within a wider team</li> <li>▪ Maintain resident confidentiality and professional boundaries</li> <li>▪ Enter information into the Resident Management System</li> <li>▪ Administrate medication for residents</li> <li>▪ Maintain excellent punctuality</li> </ul>
<b>Participation, Education &amp; Supervision</b>	<ul style="list-style-type: none"> <li>▪ Participate in all meetings</li> <li>▪ Contribute to the quality program</li> <li>▪ Attend all mandatory training and participate in education</li> <li>▪ Proactively maintain knowledge base and skills</li> <li>▪ Participate in supervision with CCC/RN on a regular basis and in accordance with policy and procedures</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Attend and participate in regular supervision sessions</li> <li>▪ Undertake all mandatory and core training in a timely manner</li> <li>▪ Participate in annual professional development and review (PDR) process and take responsibility for own training and development plan in collaboration with direct supervisor.</li> </ul>
<b>Health &amp; Safety</b>	SHM staff are responsible for taking reasonable care of their own health and safety and others in the workplace and are required to comply with relevant policies, procedures, and instructions
<b>Information Security</b>	All staff are required to manage information and data in accordance with SHM frameworks, policy and, procedures relating to privacy, document and data management, and cyber security.
<b>RISK</b>	All SHM staff are responsible for considering, identifying and addressing risk in accordance with the responsibilities of their position.

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<b>CQI</b> <b>(Continuous Quality Improvement)</b>	All SHM staff are encouraged to identify quality improvement opportunities and are responsible for implementing and monitoring CQI initiatives in accordance with the responsibilities of their position.
<b>TIC</b> <b>(Trauma Informed Care)</b>	All SHM staff are responsible for engaging in learning and development to integrate their understanding of and responsiveness to the impact of trauma within their work.

## MANDATORY REQUIREMENTS

- Eligibility to work in Australia
- Current NDIS Worker Screening Check
- Current COVID-19 vaccination certificate with evidence of having three doses or a valid medical exemption certificate

## QUALIFICATIONS

### Essential

- Relevant Personal Care qualifications, Certificate 3 or 4 in Aged Care

### Desirable

- Medication competency

## KEY SELECTION CRITERIA

- Substantial previous experience in a similar role
- Demonstrated ability to meet the care needs of a resident group with complex needs, preferably in working with people who have experienced homelessness and/or disadvantage
- Sound understanding of Standards and Guidelines for Residential Aged Care services.
- Patience, compassion and sensitivity to the rights of an individual.
- Demonstrated understanding of confidentiality and professional boundaries
- Ability to work effectively with others and in teams
- Ability to solve problems
- Good written and verbal communication skills
- Computer literacy and previous experience with a resident management system
- Strong alignment with the values of Sacred Heart Mission.

## VISION, MISSION AND VALUES

Our vision is of an inclusive, fair, and compassionate community, which enables people to overcome disadvantage and realise their full potential. Our mission is to build people's capacity to participate more

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fully in community life, by addressing the underlying causes of deep, persistent disadvantage and social exclusion. Our Values are

- **Welcome** – we welcome and actively engage people in order to build relationships based on respect and trust.
- **Community** - we enable people to feel supported by and connected to the broader community.
- **Challenge** - we challenge the unjust social and economic structures that cause disadvantage, social exclusion, and homelessness.
- **Accountability** - we measure the impact of our work so that we can develop the evidence to address deep, persistent disadvantage and social exclusion.
- **Innovation** - we ensure that our services remain contemporary, creative, responsive, and effective.

***POSITION DESCRIPTION SHOULD BE REVIEWED ANNUALLY OR WHEN POSITION CHANGES***

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