



The Society of Saint Hilarion Inc
AGED CARE

JD31

PERSONAL CARER DIRECT

POSITION DESCRIPTION:

- The Personal Carer Direct assists with and/or provides personal care support/services to the residents in accordance with their individual assessed needs, providing the delivery of skilled, individualised holistic care.
- The Personal Carer Direct understands and upholds the Vision, Mission, Philosophy and Objectives of The Society of Saint Hilarion Inc. Aged Care.
- The Personal Carer Direct contributes towards the development of and promotes the policies/procedures of the Saint Hilarion Homes; and also represents the personal care philosophy to the Director of Care Services of the Saint Hilarion facilities through the Registered Nurse.
- The Personal Carer Direct practices with and under the direction and supervision of the Clinical Nurse Consultant / Clinical Nurse / Registered Nurse and assists in the provision of nursing and personal care. Personal Carers Direct report to the Director of Care Services / Clinical Nurse Consultant / Clinical Nurse / Registered Nurse / Enrolled Nurse for all delegated functions.

QUALIFICATION REQUIREMENTS:

- Holds a Certificate 3 in Aged Care as a minimal requirement.
- A current National Police Certificate or equivalent.

AWARD/SALARY:

The Society of Saint Hilarion Inc. Aged Care Sector Employees Enterprise Agreement 2013.

ACCOUNTABLE TO:

- Director of Residential Care Services
- Clinical Nurse Consultant
- Clinical Nurse
- Registered General Nurse
- Enrolled Nurse
- Outcome Standards for Residential Care Services
- Aged Care Act, 1997 and the Principles under the Act.

LIAISES WITH:

- Director of Residential Care Services
- Clinical Nurse Consultant / Clinical Nurse / Registered General Nurse / Enrolled Nurse
- Allied Health Services (Physiotherapist, Occupational Therapist)
- Peers.

RESPONSIBILITIES:

- Delivery of personal care to all residents in the facility as directed by the Director of Care Services / Clinical Nurse Consultant / Clinical Nurse and in accordance with the philosophy and policies of The Society of Saint Hilarion Inc. Aged Care.
- Has an awareness and empathy towards people from a non-English speaking background.
- The maintenance of all records in accordance with The Society of Saint Hilarion Inc. Aged Care policy, statute legislation and / or as per directions by the Senior Staff.
- Assisting in gathering information for the development of the Nursing Care Plan.
- Delivering care as delegated by senior staff and in accordance with resident's individual Care Plan.
- Communicate effectively and professionally about resident's care to ensure continuity.
- Attend compulsory staff meetings and education seminars and participate in other relevant meetings/education sessions as required.
- Participate in further education relating to aged care and safe work practices.
- Assist in the evaluation of the resident's progress and reporting changes in health status of the Resident to relevant senior staff.
- Notify senior staff when resident's relatives/significant others require information re treatment and care.
- Ensure that safe work practices and procedures are adhered to in accordance to the Work Health & Safety Act and Quality Assurance policies and procedures of the Society of Saint Hilarion Inc.
- Complete the required documentation.
- Ensure privacy and dignity at all times when dealing with residents.
- Maintain / encourage residents' independence.
- To engage in practice which enhances the integrity of the resident by respecting values, customs and spiritual beliefs. Provide care that enables spiritual, emotional and cultural needs to be met and promote residents' self esteem and independence.
- To attend handover and contribute in a professional manner to discussions on resident care.
- Perform all other duties as requested by senior staff.
- Participate with senior staff in Personal Care teaching of residents.
- Act as advocate for the resident.
- Be prepared to work at different locations (facilities) within the organisation.
- Utilise time and resources effectively.
- Ability to function as an active team member within a multi disciplinary care environment.
- Can evaluate own personal performance in line with previously set long and short term goals - which must be congruent with the Organisation's stated objectives.
- Complies with the set Code of Ethics and Code of Conduct.
- Functions in accordance with the Legislation and Common Law affecting nursing and / or personal care practices.

RESPONSIBILITIES (cont.):

- Understand what constitutes, assault, false imprisonment and care negligence.
- Acts to rectify unsafe work practices or unethical conduct.
- Practices within own abilities and qualifications.
- Communicates own learning needs to the senior staff.
- Participates in activities designed to maintain or improve the quality of life for the residents.
- Uses and promotes effective communication and interpersonal skills.
- Be actively involved in the continuous improvement cycle and the facilities endeavour to uphold best practice.
- To be mindful of relatives/friends of the residents and their routines and visiting patterns when planning care on a given shift.
- Observing, reporting and recording any changes in the resident's condition.
- To continuously evaluate own performance with reference to this Position Description.

PROBATION:

A 6 month probationary period applies to all new employees.

APPRAISALS:

New Employees:

An Appraisal assessment, which considers performance, competency and training needs will be undertaken prior to completion of probationary period.

Existing Employees:

Employees will be assessed annually (or as otherwise directed) by the Director of Care Services or designated person/s.

QUALITY ASSURANCE:

Assist with ensuring compliance, implementation/review of the Standards and Guidelines for Residential Care Services with the Society of Saint Hilarion Inc. Aged Care Quality Systems by:

- Observing, promoting and encouraging Quality Assurance practices.
- Contributing to and participating in the facility's Continuous Improvement program.
- Assisting in regular and effective Quality Assurance audits, and implementing steps to introduce corrective actions, where applicable.
- Observing Quality Assurance requirements during the induction of new staff and when staff are given new tasks.
- Take an active and co-operative role in supporting employees from non-English speaking background and those with limited literacy and respect the varying cultural backgrounds of employees and residents.
- Employees with bi-lingual and bi-cultural skills are encouraged to be actively involved in the Work Health & Safety and Quality system.

WORK HEALTH & SAFETY RESPONSIBILITIES:

Be familiar with and comply with the Work Health & Safety Act and Regulations, and the Work Health & Safety policies, procedures, instructions and associated programmes of The Society of Saint Hilarion Inc. Aged Care.

Responsible for maintaining a safe working environment giving proper attention to:-

- Assisting in the development of and observing safe work practices.
- Reporting hazards, accidents/incidents and near misses to immediate Supervisor, and participating in the investigation process as required.
- Participating in regular workplace hazard inspections and implementing the recommended corrective actions to minimise risk to health and safety of staff and residents alike.
- Reporting all equipment malfunctions and required repairs to appropriate Personnel.
- Identification, assessment and control of risks associated with all hazardous tasks, including use of plant and equipment.
- Using machinery, plant and equipment only as trained and authorised.
- Wear personal protective equipment as supplied and instructed.
- Consult Work Health & Safety representative when necessary on WH&S issues.
- Maintain work area in an orderly and safe condition.
- Support injured workers in the rehabilitation and return to work process.
- Attend and participate in prescribed WH&S training sessions.
- Be familiar with and comply with emergency procedures, location and operation of fire fighting equipment.

Employee Name (print clearly): _____

Employee Signature: _____

Date: _____ / _____ / _____

St Hilarion Representative Name: _____

Representative Signature: _____

Date: _____ / _____ / _____