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|  | Position Description  Version: 1 |

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| **Position Title:** | | Personal Carer Worker | | | |
| **Reports To:** | | Home Manager or delegate (Registered Nurse In Charge) | | | |
| **Date of Preparation:** | | 21/2/2022 | **Date Updated:** | |  |
| **Primary Purpose** | | | | | |
| Supports the Home Manager and peers in delivering high quality resident care within the home.  The position of Personal Care Worker is part of an integrated team of people working within an established and agreed framework attending to the personal needs of residents. The Personal Care Worker role is instrumental to ensuring that we are providing high quality care to our residents at all times | | | | | |
| Organisational Environment | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres  Calvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| **People and Culture:**   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect. * Assisting to orientate and train new staff to the team as requested by the Home Manager (Buddy system) * Actively participates in training, meetings and workshops.   **Excellence in Service Delivery:**   * Support residents to live the life they choose allowing them to exercise choice and independence. * Contributes to the physical, emotional and lifestyle needs and wants of the residents, through assessment and observation. * Implements clinical and care interventions as delegated by the Registered Nurse, and as documented in the resident’s plan of care. * Assists the residents with their personal care and hygiene needs whilst encouraging their independence. * At a site where PCs document, then documents and reports by exception in the progress notes, including the evaluation of interventions are a part of the role. * Plans and organises work * Tasks are delegated by the Home Manager/Registered Nurse and are broadly under their supervision. * The resident care plan is known and followed. * Report changes in a resident’s health care status to the Registered/ Enrolled Nurse. * Provide feedback from residents to you to the Registered Nurse * Report any incident witnessed via the relevant incident reporting procedure and alerting any incident to the RN * Calvary expects that you demonstrate a positive and collaborative attitude where you partner with residents to get the best outcome for them.   **Excellence in Service Development:**   * Discuss any identified opportunities to adjust how we organise and deliver care which may improve outcomes for residents with the Registered Nurse or Home Manager. * Provides competent care/service in accordance with the organisation’s documented policies and procedures, and legislative requirements relevant to role * Consistently follows organisational and local site service policies and procedures. * Reads and understands new and revised service and organizational policies and procedures as distributed   **Wise Stewardship**   * Maintains a working knowledge of relevant laws, Acts, regulations, standards and guidelines that affect responsibilities, and incorporating them into all aspects of practice, including: * Standards and Guidelines for Residential Aged Care Services; and Workplace Health and Safety legislation. * Under the direction of management will help integrate the relevant industry standards, legislation and common law requirements into work practices. * Maintains and updates knowledge base to ensure safe practice and effective performance in the workplace. * Understands and protects the rights, needs and responsibilities of the residents including their dignity of risk. * Understands and protects the rights and responsibilities of the staff. * Understands and integrates the values and philosophy of the organisation into work practices.   **WH&S Responsibilities:**   * Take reasonable care of your own health and safety and the health and safety of others in the workplace; * Comply with relevant Calvary WHS policies, procedures, work instructions and requests; * Report to your supervisor any incident or unsafe conditions which come to your attention; * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Other staff at the home * Residents | | | | |
| External: |  | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | * NA | | | | |
| Budget: | **Click here to enter text.** | | | | |
| Selection Criteria | | | | | |
| **Essential**   * Certificate III in individual support, or equivalent recognised qualification * COVID-19 vaccination is a mandatory requirement unless assessed exempt * Influenza vaccination is a mandatory requirement unless assessed exempt * organise and prioritise workloads * Commitment to continuous quality improvement * Demonstrated flexibility, empathy and patience with the aged person and their needs * Demonstrated ability to provide holistic care * Demonstrated respect for residents’ privacy, dignity and self esteem * Demonstrated acceptable standard of verbal and written communication skills * A clear understanding of and personal commitment to the Mission, Vision, Values of Calvary Retirement Communities.   **Desirable**   * Minimum of 12 months experience in a similar role in residential care, health care or hospitality sectors. | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |