

Personal Care Worker

Primary Purpose

The Personal Care Worker supports the Clinical Leadership team to deliver high quality personal care to residents, actively ensuring the individual needs, wishes and goals of each resident is met within an environment where they feel supported, valued and treated with dignity and respect.

The Personal Care Worker is part of an integrated team of people working within an established and agreed framework supporting the resident to live their best life

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 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 and the example of Venerable Mary Potter.

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.

Responsibilities

Approved by: National Executive Advisor Aged Care

Approved Date: 31.3.23

UNCONTROLLED WHEN PRINTED

Review Date: March 2025

Excellence in Service Delivery:

- Support residents to live the life they choose allowing them to exercise choice and independence.
- Assist the resident in one on one activities that support their well-being inclusive of hobbies and interests that are aligned to the care plan.
- Contributes to the physical, emotional and lifestyle needs and wants of the residents, through assessment and observation.
- Provide social and emotional support to all residents ensuring that care provision is holistic and person centred.
- Works within an established and agreed framework to deliver a range of personal care tasks, including but not limited to daily hygiene for example showering, shaving, dressing, mouth and eye care and continence management
- Assist residents who require assistance with mobility as per care plan.
- Attend routine urinalysis, blood pressure, temperature and pulse checks
- Assisting residents in keeping their home environment and common areas tidy including ensuring residents' possessions are easily but discreetly identifiable (especially dentures)
- Assists with other daily living tasks including inclusion clothes delivery, labelling, folding and stripping of beds.
- Deliver meals both within a dining setting and meal service to resident rooms and assists with feeding residents as required
- Identify and escalate to supervisor any changes that are noticed with resident's behaviour, cognition or any physical attributes
- Assisting residents to take part in social activities such as group lifestyle classes that have been coordinated at the home.
- Provides one-on-one support to residents with cognitive impairment (for example, dementia and behavioural disorders), including individual therapy activities and specific programs designed to prevent or manage a particular condition or behaviour and to enhance the quality of life
- Report any incident witnessed via the relevant incident reporting procedure and alerting any incident to the RN
- Charting as required for bowel movement, hydration, food and other ADL's.
- Document any change in circumstances, which occurs on their shift, for individual residents. A change in circumstance is anything which is unusual and is not already documented in the resident's care plan
- Assist in the development and evaluation of the resident's care plan.
- Attend to any scheduled documentation as per Calvary's policies
- (When qualified and Team Leader not in place) Assist residents to take medication from Webster Packs as per medication chart within scope of practice and in accordance with Calvary Policy
- Provide social and emotional support to all residents ensuring that care provision is holistic and person centred.

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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, Clinical Care Coordinator or Home Manager.
- Provides competent care/service in accordance with the organisation's documented policies and procedures, and legislative requirements relevant to role

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.
- 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.

People and Culture:

- Practice in accordance with Calvary and relevant Government 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.
- Promote and contribute to person-centred and resident-led care
- Participate in all training relevant to their role at Calvary and assist in training others where reasonably directed to do so.
- Assisting to orientate and train new staff to the team as requested by the Home Manager
- Develop and maintain excellent relationships with families, visitors and the community

Work Health & Safety**Approved by:** National Executive Advisor Aged Care**Approved Date:** 31.3.23**UNCONTROLLED WHEN PRINTED****Review Date:** March 2025

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
- Report all hazards, maintenance required and equipment in need of repair or service

Key Relationships

Internal:	Home Manager, Clinical Care Coordinator and Registered Nurse Residents & families
External	Government departments and statutory bodies

Position Impact

Direct Reports:	NA
Budget:	NA

Selection Criteria

Essential

- Certificate Level III (Individual Support)
- Current National police check
- Effective interpersonal communication; both written and verbal
- Demonstrated ability to prioritise workloads
- Working knowledge of WH&S and Infection Control

Desirable

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- Current First Aid Certificate
- Demonstrated experience in a similar role in aged care, health care or hospitality

Approvals

Employee Name & Signature:

Date:

Manager Name & Signature:

Date: