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## SA Health Job Pack

Job Title	Direct Care Worker - Residential
Job Number	565558
Applications Closing Date	26 June 2015
Region / Division	Country Health SA Local Health Network
Health Service	Nayla Lodge
Location	Peterborough
Classification	WHA4
Job Status	Casual
Indicative Total Remuneration*	\$885.00 - \$895.10 pw + 25% casual loading

## Criminal History Assessment

**Applicants will be required to complete and submit a Department of Communities and Social Inclusion (DCSI) Criminal History Check. The following checks will be required for this role:**

- ☒ Child Related Employment Screening
- ☐ Vulnerable Person-Related Employment Screening
- ☒ Aged Care Sector Employment Screening
- ☐ General Employment Probity Check

Please ensure that the appropriate forms are completed and taken with you to the interview stage of the recruitment process. Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

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Government of South Australia  
SA Health

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements.



## ROLE DESCRIPTION

<b>Role Title:</b>	PERSONAL CARE ATTENDANT
<b>Classification Code:</b>	WHA4
<b>LHN/ HN/ SAAS/ DHA:</b>	CHSA LHN
<b>Hospital/ Service/ Cluster</b>	NALYA LODGE
<b>Division:</b>	CARERS
<b>Department/Section / Unit/ Ward:</b>	
<b>Role reports to:</b>	RN
<b>Role Created/ Reviewed Date:</b>	ONGOING

## ROLE CONTEXT

### Primary Objective(s) of role:

The Direct Care Worker-Residential Care (Direct Care Worker) will perform under limited supervision in assisting in the care and supervision of residents of Nalya Lodge Nursing Home, providing a specific direct resident service.

The Direct Care Worker will provide assistance and guidance within their level of expertise to other employees and assist in the provision of on the job training. The Direct Care Worker will be involved in the implementation of detailed directions and procedures.

### Direct Reports:

The Direct Care Worker is accountable to the Registered Nurse and works in close collaboration with other Health professionals and is part of a multi-disciplinary team.

### Delegations:

> Nil

### Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

## General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

## Special Conditions:

- > Appointment is subject to a satisfactory Child Related & Aged Care Sector Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of a quality care for residents by:	<ul style="list-style-type: none"> <li>&gt; Bathing, showering, personal hygiene, dressing and grooming of residents</li> <li>&gt; Assisting with the feeding of residents</li> <li>&gt; Assisting in the care of residents with identified special needs or requirements e.g. pressure areas,</li> <li>&gt; Toileting/continence management of residents</li> <li>&gt; Maintaining of mobility/dexterity,</li> <li>&gt; Transferring and lifting of patients, including use of mechanical aides</li> <li>&gt; Communicating/Assisting with aids e.g. glasses and hearing aids,</li> <li>&gt; Providing input into resident assessment</li> <li>&gt; Bed making</li> <li>&gt; Cleaning of equipment, aids, utensils in work area (including personal possessions),</li> <li>&gt; Distributing clean laundry/personal attire</li> <li>&gt; Cleaning and neatening of resident's environment</li> <li>&gt; Assisting in the self-administration of medication on medical authority to resident</li> <li>&gt; Information recording</li> <li>&gt; Assisting with the provision of routine treatments and procedures</li> <li>&gt; Reporting and recording on general observations of individual residents</li> <li>&gt; Completing routine documentation in accordance with established policies and procedures</li> <li>&gt; Setting up, program and operation of machinery, equipment and/or facilities, and recording systems including computerised systems</li> <li>&gt; Implementing detailed directions and procedures</li> <li>&gt; Providing assistance and guidance within their level of expertise to other employees</li> <li>&gt; Assisting in the provision of on the job training</li> <li>&gt; Identifying diversional therapy needs of individuals and/or groups</li> <li>&gt; Providing diversional therapy to individual and/or groups in accordance with established programs</li> <li>&gt; Completing routine documentation in accordance with established policies and procedures, including appropriate risk assessments of a resident's home</li> </ul> <p><b>NB: Carers documenting information in Unit Records must have an RN countersign.</b></p>
Ensure their own professional and personal development by:	<ul style="list-style-type: none"> <li>&gt; Evaluating own practice through annual performance planning and review</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Maintaining confidentiality as stated in Section 93 of the South Australia Health Care Act 2008</li> <li>&gt; Practicing in accordance with the philosophy, objectives, policies and procedures of Country Health SA Local Health Network Inc.</li> <li>&gt; Functioning in accordance with all legislation affecting Country Health SA Local Health Network Inc. and professional bodies</li> <li>&gt; Practicing within own abilities and qualifications</li> <li>&gt; Ensuring that appropriate standards of service are maintained through active participation in Quality Improvement programs</li> </ul>
<b>Contribute to Clare Hospital &amp; Health Service requirements through:</b>	<ul style="list-style-type: none"> <li>&gt; Participating in the staff appraisal / professional development review process at least annually.</li> <li>&gt; Maintaining a high level of personal hygiene and practices demonstrating an awareness of infection control standard/special precautions as applicable to the role.</li> <li>&gt; Maintaining knowledge of policies and procedures relevant to Lower North Health.</li> <li>&gt; Ensuring that confidentiality is maintained at all times.</li> <li>&gt; Integrating health promotion into activities of the service, with the aim of achieving healthy gain for customers and the community.</li> <li>&gt; Adhering to the Department of Health Code of Conduct for employees and the Lower North Health Values and Principles Guidelines.</li> </ul>
<b>Contribute to a safe and healthy work environment by:</b>	<ul style="list-style-type: none"> <li>&gt; Complying with OHS&amp;W, WRC, and EEO legislation by supporting the overall Risk and Quality Management System.</li> <li>&gt; Assisting to ensure reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent/minimise injuries and illness to self and others.</li> <li>&gt; Actively supporting and encouraging a safe work environment by identifying and reporting any health and safety hazards, accidents, incidents, property damage and mishaps in the workplace.</li> <li>&gt; Participating in the Quality Management systems which include Risk Management and OHSW by assisting with monitoring and evaluating of activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care and services.</li> <li>&gt; Co-operating in reasonable workplace changes designated to assist in the rehabilitation of self or fellow workers.</li> <li>&gt; Attending annual mandatory training – Fire and Emergency, Manual Handling and Cultural Awareness.</li> <li>&gt; Utilising appropriate personal protective equipment.</li> </ul>
	<b>Contribute to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to</b>

	<b>develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.</b>
	<b>Contribute to the promotion and implementation of the Public Sector Act principles and practices and employee conduct standards, in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements</b>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Completed AQF Certificate III relevant to the position

#### **Personal Abilities/Aptitudes/Skills:**

- Ability to communicate effectively with people from diverse backgrounds
- Ability to work as a member of a team with a range of disciplines
- Ability to develop rapport with residents, their families
- Ability to maintain confidentiality
- Ability to perform under limited direction
- Ability to determine and appraise methods of work organisation

#### **Experience**

- Experience in the provision of direct care services in a health related field
- Experience in dealing with elderly people.

#### **Knowledge**

- Knowledge of, and commitment to the principles and practices of Equal Employment Opportunity and Occupational, Health, Safety and Welfare and applying them to day-to-day practices.
- Knowledge of and commitment to Customer Service principles.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- N/A

#### **Personal Abilities/Aptitudes/Skills:**

- Computer keyboard skills

#### **Experience**

- Experience working with aged, frail or disabled persons in a community setting

#### **Knowledge**

- > Knowledge of Aged Care Standards
- > Knowledge of aged care related issues.



## Organisational Context

### **Organisational Overview:**

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### **Our Legal Entities:**

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### **SA Health Challenges:**

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**