

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Ward Aide
Position Number:	Generic
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services
Position Type:	Permanent/Fixed term/Casual, Full time/Part Time/Casual
Location:	South
Reports to:	Relevant Nurse in Charge
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Certificate III or IV in Health Care or equivalent, or Health Professional Undergraduate qualification Current Driver's Licence

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As a member of a multidisciplinary team delivering high quality services; and accordance with the Hospitals South Strategic Plan, Agency policy, legal requirements and relevant professional competencies, the Ward Aide provides support to nursing and allied health professional staff in the delivery of care to clients across a variety of settings.

Duties:

1. Assist nursing and allied health professional staff in general daily care of clients including bathing, dressing, feeding and personal care.
2. Participate in and assists with the supervision of client activities as requested by nursing staff and allied health staff.
3. Participate in and assists clients with their rehabilitation and recovery programs including shopping, meal preparation, serving meals and community access, as requested by nursing staff or allied health staff.
4. Undertake the Patient Safety Assistant role as and when requested.
5. Maintain the unit in a clean and homely state including bed making, assisting clients with personal laundry needs, and general household and kitchen duties.
6. Protect clients and promote a safe working environment.
7. Assist with transfers and escorts and undertakes patient behaviour management including control and restraint, in line with authorised practices.
8. Monitor equipment and stock levels, reports breakages and stock shortages; and undertaking ordering as directed.
9. Assist with general and special cleaning tasks, including assisting with infection control cleaning as required.
10. Deliver and collect specimens and goods as required.
11. Contribute to the communication process by attending team meetings and specified committees which enhance client care, teamwork and the function of the service.
12. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Reporting to the relevant Nurse in Charge, the Ward Aide will:

- Provide assistance to clients on a day to day basis under the direct supervision of nursing staff or an allied health professional from the designated area.
- Work independently in relation to day to day general unit and domestic duties.
- Accept responsibility and accountability for his/her own actions.
- Exercise reasonable care in the performance of duties consistent with the Work Health and Safety legislation by providing a safe physical and emotional environment.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated capacity to work with people with a mental or physical illness, along with an understanding of their rehabilitation and care needs, or the ability to acquire the same.
2. An understanding of legal requirements and relevant policies of the practice setting, including work health and safety requirements, or the ability to acquire the same.
3. Ability to work independently with minimal direct supervision and work harmoniously as a member of multidisciplinary team.
4. Good communication and interpersonal skills and an understanding of the principles of maintaining appropriate relationships with clients.
5. Good observation skills including the ability to recognise sudden alterations to clients' presentation.
6. Knowledge of basic health and hygiene principles and first aid procedures.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).