DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Health Care Assistant |
| **Position Number:** | 506009 |
| **Classification:** | Health Services Officer Level 4 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals South – Primary Health Services  Midlands Multi-Purpose Health Centre |
| **Position Type:** | Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual |
| **Location:** | South |
| **Reports to:** | Director of Nursing |
| **Effective Date:** | September 2020 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Current Drivers 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:

Under the supervision of the Registered Nurse, and in accordance with Agency policy, legal, regulatory and funded program requirements, the Health Care Assistant:

Delivers high quality care and support to the aged care residents and patients at the Midlands Multi Purpose Health Centre (MMPHC).

Assists residents and patients with a range of daily living activities.

### Duties:

1. Undertake a range of personal care and daily living activities for the residents and patients of the MMPHC under the guidance and direction of the Registered Nurse or Enrolled Nurse.
2. Liaise with and provide regular feedback to health care providers within the immediate team in relation to changes in resident/patient health status.
3. Complete relevant documentation including resident daily progress notes, service activity and assessments for residents.
4. Under the direction of the Nurse Unit Manager and/or Leisure and Lifestyle Coordinator, participate in leisure and lifestyle therapy programs and other care activities for the residents of the MMPHC.
5. Participate in training and development programs, team meetings and resident case management conferences as required.
6. Assist nursing staff in emergency situations as required.
7. 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.
8. 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:

Working in accordance with the approved care plan, the Health Care Assistant receives direction, support and supervision as required from the Registered Nurse or Enrolled Nurse. The Nurse Unit Manager has overall responsibility for the allocation of tasks, evaluating work performance and providing feedback. The Health Care Assistant is required to:

* Carry out care in a proficient, caring and respectful manner, ensuring and maintaining resident/patient respect, wellbeing and confidentiality at all times.
* Inform the Registered Nurse or Enrolled Nurse of any problems and/or perceived changes observed in resident/patient condition
* Be flexible in the provision of resident care, whilst recognising own limitations and to seek assistance when necessary.
* Maintain a courteous and positive approach to residents and patients and members of the health care team.
* Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
* 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.

### 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Completion of or working towards an approved Certificate Level III or Level IV in Aged Care or equivalent, together with previous practical experience in providing personal care services to the frail, aged and people with a disability in a residential/community setting or a health care related field.
2. Effective oral and written communication and interpersonal skills and the demonstrated ability to maintain and understand the confidentiality and rights of residents and patients.
3. Ability to readily establish and maintain rapport and effective working relationships with the residents, their families and carers, work colleagues and other health service providers.
4. Well-developed observation skills and the ability to recognise and report on changes in the health and wellbeing of residents and patients.
5. Knowledge and understanding of continuous quality improvement and work health and safety issues, including their practical application in relation to the role of Health Care Assistant.
6. Effective time management and organisational skills and the ability to work effectively as part of a team.

### 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).