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| Department of Health and  Tasmanian Health Service Statement of Duties | 2011-03-07 - 2010_TAS_Gov_Logo |

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| Position Title: Health Care Assistant | **Position Number:** | Effective Date: November 2014 |
| Group and Unit: Tasmanian Heath Service (THS) – Primary Health North | | |
| Section: Various | **Location:** North | |
| Award: Health and Human Services (Tasmanian State Service) | **Position Status:** Permanent/Fixed Term/Casual | |
| **Position Type:** Full Time/Part Time/Casual | |
| Level: 4 | **Classification:** Health Services Officer | |
| Reports To: Relevant Supervisor/Manager | | |
| Check Type: Annulled | Check Frequency: Pre-employment (all) and Recurrent (where provided for by the *Aged Care Act 1997*) | |

#### Focus of Duties:

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

* Provides high quality care and support to community and/or facility based clients and assists with a range of daily living activities that a person would normally do for themselves.

#### Duties:

1. Assist clients with a range of personal care and daily living activities including personal grooming and hygiene; nutrition and hydration; and lifting, repositioning and client transfers.
2. Deliver, collect and clean equipment and aides for clients.
3. Report any malfunctioning equipment to the relevant person.
4. Maintain the supply of linen, non-medical supplies and client’s clothing.
5. Remove and distribute soiled linen, soiled clothing and rubbish to the relevant collection points as required.
6. Assist nursing staff in the preparation of bodies for their transfer to the mortuary as directed.
7. Liaise with, and provide regular feedback to, health care providers within the immediate service in relation to changes in client health status.
8. Maintain accurate records and complete relevant documentation including client contact and daily progress notes, service activity information, work sheets, tick sheets, timesheets and relevant statistical data.
9. Establish effective relationships with clients, carers and other health care professionals and actively participate in client case conferences, team meetings and other relevant activities, including staff development.
10. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
11. 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.

#### Scope of Work Performed:

In accordance with the approved care plan, policies, procedures, protocols, guidelines and legislative requirements, and under the direction of the relevant supervisor, the Health Care Assistant will:

* + Provide care in a proficient, caring and respectful manner, ensuring and maintaining the client’s wellbeing and client’s/carer’s confidentiality at all times.
  + Report any changes to the client’s wellbeing to the relevant supervisor/manager.
  + Be flexible in the provision of client care and, recognising own limitations, seek assistance when necessary.
  + Take due care with property and equipment whilst maintaining a high standard of personal and environmental hygiene.
  + Participate in self-development and training activities.
  + Receive work performance feedback and evaluation from the respective Nurse Unit Manager/Service Manager.
  + Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

#### Essential Requirements:

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment.   It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

* Current Driver’s Licence\*

\*only applicable where the occupant is required to provide services to community based clients.

* 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
   5. serious traffic offences (only applicable where the position is required to provide services to community based clients – conviction check for serious traffic offences is not applicable where the position is only required to provide services to clients within a rural inpatient facility and Driver’s Licence is not an essential requirement of the role).
2. Identification check
3. Disciplinary action in previous employment check.

#### Selection Criteria:

1. Holds or is working towards a Certificate III in Aged Care or equivalent and demonstrated knowledge and understanding of working with the frail aged, people with disabilities and people affected by dementia, including knowledge and understanding of client confidentiality and consumer rights.
2. Demonstrated experience in providing personal care services and the ability to perform activities of daily living in line with individual client needs in a residential, inpatient and/or community setting.
3. Well-developed observational skills and the ability to recognise changes in the client’s presentation and implement appropriate behaviour management strategies.
4. Effective oral and written communication skills and the ability to develop and maintain a positive and effective rapport with clients, their families and carers, work colleagues and other health and community service providers.
5. Demonstrated ability to organise work to meet deadlines and commitments, including the completion of administration duties such as maintaining health records and routine data collection whilst working under minimal supervision.
6. Knowledge and understanding of Work Health and Safety issues and the practical application of these in relation to the role of Health Care Assistant.

#### Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act* *2000* and the Employment Directions can be found on the State Service Management Office’s website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management*: The Department of Health and Tasmanian Health Service have a zero tolerance to fraud.  Officers and employees must be aware of, and comply with, their Agency’s fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit.  The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*.  Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000.*

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary.  The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.  The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency’s fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) with the Department of Health and Tasmanian Health Service are expected to comply with their Agency’s policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department of Health and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* The Department of Health and the Tasmanian Health Service are smoke-free work environments.  Smoking is prohibited in all State Government workplaces, including vehicles and vessels.