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| **Job Title:** | **Assistant in Nursing** |
| **Responsible To:** | General Manager – Aged Care, Director of Care, Registered Nurse, Care Coordinator |
| **Responsible For:** | The delivery of care to the care recipients of Mission Australia, including assisting with activities of daily living. |
| **Founding Purpose** | *“This is how we know what love is: Jesus Christ laid down His life for us.*  *So, we also ought to lay down our lives for others.” (1 John 3:16)*  Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God. |
| **Vision** | *Pathways for life*  Our vision is to see a fairer Australia by enabling people in need find pathways to a better life |
| **Organizations’ Core Values** | Compassion Integrity Respect Perseverance Celebration |
| **Organisation Mission** | Walking alongside those in need, we help people discover:   * *Pathways to strong families and healthy, happy children* * *Pathways through a successful youth* * *Pathways away from homelessness* * *Pathways for life and work ready skills* * *Pathways to sustainable employment* |
| **Position Purpose:** | Implementation and delivery of prescribed services (e.g. bathing, toileting dressing; administration of medication and treatments together with other personally oriented tasks requiring personal assistance, maintaining a hygienic environment. |
| **Key Challenges** | * Uncooperative care recipients * Care recipient behavioural and physical changes * Change of floor |
| **Key Result Areas** | 1. Care recipient Support & Assist with ADLs 2. Accurate Documentation 3. Attendance at Mandatory Training & CQI 4. Meet competencies as assessed by the Nurse Educator |

1. ORGANISATION CHART (What are the key reporting relationships for the role?)

General Manager, Aged Care

Director of Care

Registered Nurse/CNS

Assistant In Nursing

1. JOB REQUIREMENTS (What are the key activities for the role?)

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| Key Result Area 1 | RESIDENT SUPPORT & ASSISTANCE | | | |
| Key Tasks: | | | Job holder is successful when: | |
| * To respect each person and ensure that they are treated with dignity, and encouraged to make their own decisions, particularly regarding their day to day routine. * As required, in the serving of meals to the care recipients. * Attend to incontinent care recipients as necessary, ensuring proper disposal of incontinence pads and urine bags. * Ensure that rooms are cleaned effectively and as regularly as is necessary. * Ensure toileting programs are carried out. * Ensure care plans for the care recipient are followed * Report changes in health &/or behaviour immediately to the CNS/RN or in their absence the Care Coordinator. * Attend to emergency call bells promptly * Work as an effective team member in assisting and supporting the care recipients | | | * Care recipients appear to be comfortable and at ease with making decisions regarding daily routines. * Meals are served with all dietary requirements taken into consideration. * Care recipients are clean and appropriately attired and bedding is clean and changed. * Bedrooms, common areas and living areas are clean and tidy. * Care recipients’ care is in accordance with their care plans. * All changes in health &/or behaviour are reported immediately to the CNS/RN or care Coordinator. * Call bells are answered without delay * All team members are supported in their role by their peers. | |
| **Key Result Area 2** | **ACCURATE DOCUMENTATION** | | |
| Key Tasks: | | Job holder is successful when: | |
| * To document assessments in the progress notes, and generate care plans in accordance with the assessments carried out. * To observe the condition/health/wellbeing of care recipients, reporting any changes to the RN/CNS as well as abiding by the care plan for each care recipient and completing any required documentation in the appropriate way. * Discuss with the RN/CNS the requirements, methodology of the ACFI and develop a clear understanding of the use, importance and purpose of the documentation. * Maintain care recipients file records in accordance with procedures. | | * Care plans are accurate and up to date. * Care plans include all modifications to individual care recipient management plans. * All relevant/pertinent information that will aid in accurate assessment of residents’ needs is provided to the ACFI RN, RN/CNS. * All care recipient files are up to date. | |

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| **Key Result Area 3** | **ATTENDANCE OF MANDATORY TRAINING & CQI** | |
| Key Tasks: | | Job holder is successful when: |
| * Attend internal and external training sessions in accordance with the directions of the Director of Care and Nurse Educator. * Actively participate in Continuous Quality Improvement at the service. * Attend all mandatory training sessions | | * Attendance records indicate PCA has attended all mandatory training sessions. * All delegated CQI activities are completed & included in the relevant CQI meeting. * Mandatory training is attended as scheduled. |
| **Key Result Area 5** | **MEET COMPETENCIES AS ASSESSED BY NURSE EDUCATOR** | |
| Key Tasks: | | Job holder is successful when: |
| * Meet required competencies as assessed by the Nurse Educator | | * Competency Assessments have been done successfully and signed off by Nurse Educator. |

**C. PURPOSE AND VALUES REQUIREMENTS**

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| **Core Area of Responsibility** | Purpose and Values |
| **Key Tasks** | |
| * Actively support Mission Australia’s purpose and values; * Positively and constructively represent our organisation to external contacts at all opportunities; * Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behavior at all times; * Operate in line with Mission Australia policies and practices (EG: financial, HR, etc); * To help ensure the health, safety and welfare of self and others working in the business; * Follow reasonable directions given by the company in relation to Work Health and Safety. * Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards * Actively support Mission Australia’s Reconciliation Action Plan. * Attend all mandatory WH&S training & training as directed by your Manager * Actively participate in the facility CQI program ensuring delegated activities are completed on time. | |

D. RECRUITMENT INFORMATION (The essential knowledge, experience, skills and personal attributes required for the job)

| Competencies |
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| * Care Recipient Focus * Teamwork * Organisational awareness * Values alignment * Relationship Management |

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| Experience and Qualifications |
| * Understanding of delivery of care to the aged. * Experience in Aged Care  |  |  | | --- | --- | | Employee’s Name: |  | | Employee’s Signature |  | | Date |  | |

1. APPROVAL

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| Manager’s Name: |  |
| Manager’s Signature |  |
| Approval date |  |

Reviewed March 2020