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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*
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| **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
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| **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
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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.
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| **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.
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| **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.
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**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.
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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

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| --- | --- |
| Employee’s Name: |  |
| Employee’s Signature |  |
| Date |  |

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1. APPROVAL

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

Reviewed March 2020