

HOMES

POSITION DESCRIPTION

POSITION:	Personal Care Assistant Grade 1
REPORTS TO:	Director of Nursing Care
CONDITIONS:	According to the Health and Allied Services – (Private Sector Victoria) Consolidated Award 1998 and Certified Agreement 2013 - 2017
FACILITY PROFILE:	Princes Court Homes is a community-owned aged care provider with an establishment of 100 bed facility for aged persons in a residential setting, including a Dementia specific area and 2 respite rooms. Princes Court Homes is a non-smoking environment on all sections of the property.

ROLE:	A Personal Care Assistant is responsible for the planning and implementation of the day to day care of residents, and to work in accordance with the Commonwealth's Standards for Residential Aged Care Services, Commonwealth and State legislation and policies, philosophy and objectives of Princes Court Homes.
ESSENTIAL KEY SELECTION CRITERIA:	<ul style="list-style-type: none"> • Proven interest in working with the aged and clients with dementia. • Able to establish and maintain effective communication with residents and/or their representatives. • Good organisational abilities to enable required duties to be carried out either with other staff as a team or as an individual. • Knowledge of the Commonwealth's Aged Care Standards and documentation requirements. • A desire to seek continual improvement within the scope of employment. • Computer literacy desirable but not essential. • Have a current National Police Certificate available for review, or equivalent documentation i.e. CrimCheck

KEY PERFORMANCE CRITERIA:

ORGANISATIONAL RESPONSIBILITIES

- Participation in the Princes Court Homes Continuous Improvement program.
- To work in a manner which is carried out in accordance with Occupational Health and Safety policies.
- To promote harmonious relationships with residents, their families and friends, volunteers and staff.
- To participate in staff in-service training and betterment programs and to assist with the training and orientation of care staff commencing with the organisation.

KEY DUTIES & RESPONSIBILITIES

- Bath/showering personal hygiene that includes assistance in and out of bath/shower as well as personal grooming.
- Mobility includes providing assistance to residents to enable them to get in and out of bed; to assist ambulating residents or with pushing and manoeuvring of wheelchairs around the premises and surroundings.
- Toileting includes assistance with continence problems.
- Dressing/undressing includes assistance in getting dressed and undressed, finding clothes from wardrobe etc., arranging clothes and assisting with calliper's, special shoes, prostheses, hearing aids, contact lenses etc.
- Meals assistance includes providing assistance with meal preparation, meals delivery and such as serve to rooms and during meals such as cutting food and buttering bread. This also includes ensuring that resident maintains specified diet for medical reasons or a special diet for religious or ethnic reasons.
- To liaise where considered necessary, with doctors and emergency services.
- Medication includes providing assistance with residents prescribed medications.
- Dementia support provides extra attention to a resident suffering from a diagnosed form of irreversible dementia. This may include the provision of company, reassurance, gentle quiet handling, and repeated reality orientation.
- Emotional support includes the provision of extra attention to a resident suffering from grief, depression, and/or insecurity.
- To assist and supervise the resident with professionally determined exercises, with treatments such as eye drops, ointment, back rubs, etc.
- To provide special assistance to a resident who has a short-term illness, such as influenza, and requires more care than what which is usually given.
- To document and update relevant details in the resident's personal care plan and on-going documentation records.
- Maintain the facility in a clean and tidy manner.

PERFORMANCE APPRAISAL

- Initial review to be taken after six months employment, then every twelve months. Criteria for this appraisal will be based directly on this Position Description, the policies and procedures practiced at Princes Court Homes and the appropriate requirements contained in the Residential Care Manual.

CONFIDENTIALITY

It is a requirement of this position that the utmost discretion is required in regard to the personal affairs of residents including financial, health and lifestyle information. This includes the exercise of caution in casual conversation within or outside Princes Court Homes and any use of Social Media.

PHYSICAL REQUIREMENTS

The following physical activities may be required to meet the obligations of this position:

Sitting	Twisting
Pulling	Squatting
Pushing	Walking distances on concrete
Bending	Keyboard Work

As the above list may not be conclusive, it is the responsibility of all staff employed by Princes Court Homes to follow all risk control strategies and be responsive to potential hazards when completing duties within their position.

Princes Court Homes has a Minimal Lifting Policy in place.

OCCUPATIONAL HEALTH & SAFETY LEGISLATION

Duties of employees:

While at work, an employee must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace; and
- Co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.

While at work, an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

(Reference: OH&S Act 2004 Act No. 107/2004)

REVISION

This Position Description may be updated to reflect legislative or regulatory requirements or Continuous Improvement practices.

SPECIAL NOTE

The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills to perform the role.

RESPONSIBILITY:

RESPONSIBLE MANAGER(S):	Director of Nursing Care
POSITION DESCRIPTION ADMINISTRATOR:	Administration Assistant
APPROVED BY (POSITION):	Chief Executive Officer
APPROVAL SIGNATURE:	
APPROVAL DATE:	

DOCUMENT CONTROL:

ASSIGNED REVIEW PERIOD:	3 Yearly
DATE OF NEXT REVIEW:	01.12.2019

I have read my job description and understand my role and responsibilities

Name: _____ Signature: _____

Date: _____