



POSITION STATEMENT

- POSITION TITLE:** Personal Care Assistant
- REPORTS TO:** Director of Care
- AWARD/AGREEMENT:** Boneham Aged Care Services INC. Aged Care Sector Employees, ANMF-SA and United Workers Union Enterprise Agreement 2019
- CLASSIFICATION:** Contract

POSITION STATEMENT

Responsible to the Director of Care for delivering respectful, quality, individualised care to residents in a safe environment.

KEY OUTCOMES AND RESPONSIBILITIES

The following outcomes will inform KPIs, assessable as part of performance assessment.

- Support residents in accordance with individually assessed Care Plans, and in line with Aged Care Quality Standards, under the direction of qualified nursing staff.
- Act in a manner that supports the physical and psychological well-being of residents and colleagues
- Be aware of policy, procedure, and documentation within the facility relevant to the PCA role
- Comply with workplace procedures for identifying hazards and reporting incidents and participating in activities associated with management of workplace safety and welfare issues.
- Be aware of all requirements under the organisation's Work Health and Safety policies and procedures with particular attention to manual handling practices and infection prevention and control.
- Contribute to and participate in continuous improvement initiatives, where appropriate.
- Demonstrate an understanding of, and commitment to, confidentiality in the workplace
- Attend to resident and administrative documentation on each shift.
- Attend to cleaning, laundry, and housekeeping duties as per duties list.
- Maintain annual competencies (medication management and observations), manual handling training, infection prevention and control training, emergency management training.
- Undertake all online training set, attend annual compulsory training, and complete any additional training required as directed.

QUALIFICATIONS

- Certificate III in Aged Care

SKILLS, KNOWLEDGE, AND ATTRIBUTES

- Respect for, and understanding of the rights of, the older person
- Understanding of the Aged Care Quality Standards
- Understanding the concept of 'Trauma Informed Care'

- Empathy for the older person and recognition of the need for individualized (person-centred) support
- Basic computer skills
- Good verbal and written communication
- Reliable time management skills
- Ability to work reliably both within the team and unsupervised.
- Ability to safely attend manual handling requirements.
- Ability to maintain consistent infection prevention and control standards.
- A commitment to identifying and reporting hazards and incidents and maintaining safe practice.
- An understanding of, and commitment to, the concept of continuous improvement.
- A commitment to the organisation's 'Code of Conduct'
- A commitment to mandatory training and personal development.

MANDATORY REQUIREMENTS

NDIS Clearance satisfying requirement of the Aged Care Act 1997.

In accordance with the Aged Care Act 1997 the person occupying this position must not be:

- Someone who has been convicted of an indictable offence
- Someone who is an insolvent under administration
- Someone who is of unsound mind.

OTHER REQUIREMENTS

Work Health & Safety Responsibilities

- All staff have a legal obligation to ensure that they comply with Work Health and Safety regulations and organisational policies, procedures, and standards.
- Monitor compliance with work health and safety legislation.

Equal Employment Opportunity Principles

- Promote and implement policies and procedures in relation to EEO and the prevention of bullying, harassment, and intimidation.

Consumer Rights

- Demonstrating knowledge and commitment to respecting residents' rights

Confidentiality

- Demonstrating a commitment to confidentiality, privacy policies and legislation.

Disability Discrimination

- Promote and apply policies, procedures and practices that ensure the elimination of discrimination against all people with disabilities in accordance with the Disability Discrimination Act.

PERFORMANCE MANAGEMENT

New Employees:

Orientation will be the first step in the performance management process. Reviews will be undertaken during the six-month probationary period to check progress and development.

All Employees:

- Participate in an annual performance appraisal.
- Meet annual key performance indicators.
- Act in accordance with professional, legislative, and organisational standards, policies, and procedures.
- Seek out professional development and ongoing educational opportunities to maintain a contemporary level of skill.
- Complete all mandatory online training
- Attend all sessions on annual compulsory study days.
- Comply with the Boneham Aged Care Employee Code of Conduct.
- Attend staff meetings as required.

SUMMARY OF DUTIES

Including but not limited to:

- Referring to progress notes, care plans, diaries, and handover sheets to deliver informed care on every shift.
- Read LeeCare message board at commencement of every shift.
- Timely reporting of any resident concerns to the shift supervisor.
- Accurate and timely recording of resident information in progress notes and any other formats required.
- Supporting residents to access activities and maintain social opportunities and relationships in accordance with their individual preferences.
- Delivery of food and fluid in accordance with individual preferences and assessed need for support.
- Bed making, including linen change (both scheduled and as needed).
- Bathing, showering, personal hygiene, and grooming support in accordance with individual care plans.
- Toileting and continence support in accordance with individual care plans
- Maintenance of mobility and dexterity support in accordance with individual care plans
- Correct use of all equipment including manual handling equipment, observation equipment, beds, mobility aids, assistive equipment.
- Correct cleaning and sanitising of individual and multi-use equipment (including residents' personal possessions)
- Maintenance of a safe, clean, and tidy environment in communal environments and residents' rooms
- Medication administration (competency based)
- Taking and recording accurate weights and resident observations
- Any specific duties as directed by the Director of Care or Clinical Nurse.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted, or modified, in consultation with the Director of Care as necessary. Position statements and employee performance will be reviewed regularly.

I, _____ have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Personal Care Assistant (employee):

Director of Care:

Signed:.....

Signed:.....

Date:.....

Date:.....