

**Position Title:** Personal Care Assistant

**Department:** Direct Care

**Responsible To:** Manager Clinical Services

### ORGANISATIONAL INFORMATION

Chaffey Aged Care is a community owned not-for-profit aged care facility governed by a voluntary Board of Directors. The facility has the capacity to accommodate 78 residents, who have chosen to make Chaffey Aged Care their home.

### PRIMARY RESPONSIBILITIES

The Personal Care Assistant (PCA), is directly responsible to the Team Leader/or Registered Nurse (RN) and/or the Manager Clinical Services; you will be expected to work in accordance with the philosophy and objectives of the facility to provide a care service to our Residents that meets their personal care and social requirements.

### QUALIFICATIONS & EXPERIENCE

- Personal Care Assistant Certificate III in Aged Care
- Previous Aged care experience (*preferred*)
- Current First Aid Certificate.
- Current national police certificate

### KEY SELECTION CRITERIA/EXPERIENCE

- Current National Police Certificate.
- Aged care experience preferred but not essential.
- Competent in the use of the Microsoft suite of software/industry based software and an ability to quickly learn other software applications as required.
- Highly organised with proven time management skills and an ability to exercise initiative.
- Strong problem solving skills are desired.
- Possess strong written and oral communication skills.
- Demonstrated ability to respond appropriately to Residents with physical and cognitive disabilities is desired.
- Proven ability to work as part of a team and or without direct supervision where required requested.

## SPECIFIC DUTIES

- Deliver care which reflects the Mission, Values and Quality Statements of CAC and in accordance with the guidelines set out in the Commonwealth Care Manual.
- Ensure that all care delivered is delivered and documented in accordance with legal requirements and in line with Aged Care Funding Instrument (ACFI) guidelines.
- Assist and/or encourage Residents with:
  - Bathing/showering and personal grooming;
  - Mobility – assist Residents to get in and out of bed, with ambulating or transporting in wheelchairs;
  - Toileting and all aspects of associated hygiene;
  - Dressing/undressing, finding clothes from wardrobe etc, assisting with calipers, special shoes, prostheses, hearing aids, contact lenses, etc;
  - Meals such as preparing breakfast, cutting up food and buttering bread, maintenance of any special diet for medical, religious or ethnic reasons;
  - Medication dispensing from Medsig – Webster pak system as per instructions;
  - Dementia support e.g. company, reassurance, gentle quiet handling with validation and reality orientation;
  - Emotional support;
  - Exercises; and
  - Short-term “minor” illness under the supervision of a Registered Nurse.
- Ability to act in the role as a PCA Mediator as rostered and competency tested
- Carry out cleaning activities as per the requirements of the Resident or organisational requirements and or schedules.
- Undertake blood glucose level (BGLs) monitoring;
- If Resident requires medical attention, contact RN (Registered Nurse) or EN (Enrolled Nurse), or ambulance if Supervisor is unavailable.
- Establish and maintain effective communication with Residents, relatives and friends.
- Establish and maintain effective communication with fellow workers, medical and allied health staff.
- Report any deterioration/change in a Resident’s condition to the RN (Registered Nurse).
- Use established lines of communication to report concerns/complaints or suggestions.
- Attend meetings and education sessions, when possible.
- Perform tasks as required or directed by the Manager Clinical Services.
- Participate in ongoing review, development and implementation of action plans and strategies.
- Report any complaints from residents and family members to the RN (Registered Nurse) or EEN (Endorsed Enrolled Nurse)

### **COMMUNICATION / INTERPERSONAL SKILLS**

- Establish and maintain effective communication with Residents, their relatives and friends to ensure the Residents' physical and emotional well-being is not jeopardized.
- Establish and maintain effective communication and relations with other staff to maintain and promote a comfortable, homely and happy atmosphere for Residents.
- Participate in in-service training and betterment programs.

### **CORE ATTRIBUTES**

- Commitment to be a team player in a team environment.
- Be able to respond appropriately to Residents with physical and cognitive disabilities.
- Commitment to ensuring all care services are fulfilled effectively and efficiently.
- Commitment to ensuring accreditation standards are followed.
- Physical ability to undertake manual handling duties as indicated in this Position Description including, but not limited to, pushing trolleys, reaching overhead, pulling, twisting, lifting up to 10kgs and standing for long periods of time.
- To be able to practise within own ability and qualifications.
- To have the capacity to be an effective role model to other staff.
- Commitment to maintaining current professional knowledge and skills for competency.

## **OCCUPATIONAL HEALTH & SAFETY**

- Ensure that work is carried out in accordance with OH&S requirements and standards, in order to prevent work-related injuries and illnesses.
- Work in a manner which does not wilfully or negligently place at risk the health or safety of any person including self, nor recklessly interfere with or misuse any item which has been provided in the interests of improving OH&S.
- Comply with all reasonable instructions and procedures and use such equipment, protective clothing and other items provided by their employer in the interests of employee health and safety.
- Report to Manager Clinical Services any potential situation which the employee feels may constitute a hazard to the health and safety of employees, resident or visitors.
- Report to Manager Clinical Services any workplace incident, accident or other occurrence which has happened, and complete the necessary OH&S reporting documentation.

## **INFECTION CONTROL**

- Maintain an environment that precludes the spread of infection from resident to staff, from staff to resident, and from resident to resident.
- The consistent use of blood and body substance precautions, with additional precautions introduced when required, must form the basis of all resident care.
- Protective apparel supplied by the organisation must be used to minimise exposure to infectious agents.

## **CONTINUOUS QUALITY IMPROVEMENT (CQI)**

- Participate in the C.Q.I. Programs of the organisation.
- Participate in corrective measures to overcome problems.
- Participate in C.Q.I. Education.

## **ORGANISATIONAL BEHAVIOURS:**

Chaffey Aged Care is committed to employing a caring and dedicated team of employees who provide services that enhance the quality of life in the facility. Staff are called to behave in such a way that upholds the Chaffey Aged Care Mission of *excellence through quality care, diversity through valuing differences, sustainability through service growth* and demonstrates the Values of *Respect, Compassion, Dignity and Integrity*.

A commitment to the Mission and Values of Chaffey Aged Care is reflected in the attitudes, behaviour and actions of staff, process of decision making, Chaffey Aged Care's policy and procedures, the quality and nature of Chaffey Aged Care's services, provision of staff development programs, implementation of tasks and in the way people are related to and cared for.

Every person working at Chaffey Aged Care is required to adhere to the Code of Conduct and the principles set out in our Service Charter.

**Chaffey Values**

<b>Respect</b>	We demonstrate care, compassion and consideration in our interactions with residents, family, staff and the wider community
<b>Compassion</b>	We act with sensitivity, empathy and consideration for others in every interaction with residents, families and the wider community
<b>Dignity</b>	We recognise and embrace the diversity and value of each individual
<b>Integrity</b>	We demonstrate honesty, credibility and ethics in all that we do, treating each individual fairly and exercising responsibility in decision making
<b>Accountability</b>	Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
<b>Excellence</b>	Supports creativity & innovation, proactive & solution focused, seeks out opportunities, embraces quality improvement, professionalism

**PERFORMANCE APPRAISAL**

Performance appraisals shall be carried out using the approved system of assessment six (6) months after the commencement date. Further appraisals shall be done annually and when required.

***CHAFFEY AGED CARE IS AN EQUAL OPPORTUNITY EMPLOYER***

***As a Not-For-Profit Employer all Chaffey employees are eligible to participate in our salary packaging scheme.***

*This document once signed will form part of the Contract of Employment.*

SIGNED by the EMPLOYEE

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(Name in block letters: .....)

Date: ..... / ..... / .....