

Position Description

Care Service Employee

Position Details	
Manager:	Director of Care (DOC)
Report Directly to:	Registered Nurse / Low Care Team Leader / Care Team Leader / Endorsed Enrolled Nurse
EA/Award:	The Aged and Home Care NSWMA and HSU NSW Enterprise Agreement 2014-2017
Last Reviewed	November 2016

Purpose of the Position

The position holder assists Residents with personal care and other activities of daily living, observes changes in residents' status (and reports appropriately) and records changes and observations on standard forms.

Key Responsibilities

- To carry out care needs as documented on individual care plans;
- Report all observed changes in resident's health, wellbeing, behaviour and document same as required;
- Maintain confidentiality and the rights of residents at all times;
- To provide support to residents in the areas of emotional and spiritual needs;
- To contribute to the development of resident care plans;
- Participate in the staff performance development system;
- Participate in the organisations Continuous Quality Improvement Program;
- Follow safe work practices at all times;
- Comply with the organisations policies and procedures at all times;
- Assist in the achievement of operational goals within the organisation;
- Comply with all relevant Legislation;
- Work within the philosophy and framework of Strathearn;
- To undertake any other duties as directed by the head of the department;
- Participate in the organisation's Health and Safety program through:
 - Following safe work practices and guidelines at all times;
 - Attend compulsory Fire Education, Manual Handling Education, Infection Control Education and Safe Food Handling Education;
 - Participating in the implementation, monitoring and review of WH & S practices;
 - Comply with WH & S policies and procedure and safe work practices;
 - Reporting any matter promptly, together with any recommendations for remedial action to their immediate team leader.

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Qualifications, Knowledge/Skills, Selection Criteria	
Essential	<ul style="list-style-type: none"> • Demonstrated understanding of resident centred care delivery; • Certificate 3 in Aged Care; • Current First Aid certificate; • Ability to be an effective team member with sound communication skills; • Knowledge of relevant WH&S and Infection Control legislation or the ability to acquire this knowledge; • Ability to work within the framework and philosophy of Strathearn.
Desirable	<ul style="list-style-type: none"> • Understanding of Continuous Quality Improvement process.