



## **Elderly Chinese Home Inc. Personal Care Assistant**

**POSITION TITLE: PERSONAL CARE ASSISTANT**

**LOCATION:** 129 Manningsharn Street, Parkville Vic 3052

**RESPONSIBLE: CARE MANAGER**

**ROLE ACCOUNTABILITY:**

- In collaboration with the Manager and/ or Assistant Manager as appropriate, this role has responsibility for the provision of quality resident care in accordance with Elderly Chinese Home Quality Management System. The primary accountability of the role is the provision of quality of care to residents and the effective management of daily living activities together with the documentation of residents care requirements.

**MANDATORY REQUIREMENTS**

**PREFERRED QUALIFICATIONS EXPERIENCE;**

- Certificate 3 or 4 in Community Services (Age Care Work).
- Undertaking a course in Health Sciences.
- Current First Aid Certificate - Level 2.
- Experience as a Personal Care Worker.
- Knowledge and application of Safe Manual Handling practices
- Capable of establishing and maintaining care in accordance with the philosophy of Elderly Chinese Home.

**PROFESSIONAL & PERSONAL SKILLS:**

- Demonstrated use of initiative.
- Ability to cope with change processes.
- Caring approach and empathy with older people.
- Demonstrated ability to prioritise work and display time management skills.
- Ability to work as part of a team.



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<b>KEY ELEMENT 1. Assist with residents care needs.</b>
<b>SPECIFIC ACCOUNTABILITIES</b>
<ul style="list-style-type: none"> <li>• Supports the independence and preferences of residents within scope of role and responsibilities.</li> <li>• Provides assistance with residents personal care needs.</li> <li>• Personal preferences are identified in consultation with the resident/ representatives and within Elderly Chinese Home Quality management System.</li> <li>• Appropriate communication and relationship building processes are used to identify the resident's preferences and encourage independence.</li> <li>• Resident's personal needs are attended to as per the nursing care plan and as delegated by the Registered Nurse division I or 2.</li> </ul>
<b>KEY ELEMENT 2. Provide care support to residents.</b>
<b>SPECIFIC ACCOUNTABILITIES</b>
<ul style="list-style-type: none"> <li>• Establish and maintain an appropriate relationship with residents.</li> <li>• Assist in maintaining an environment that maximizes independent living.</li> <li>• All interactions are aimed at generating a trusting relationship.</li> <li>• All interactions demonstrate respect for the resident.</li> <li>• All interactions demonstrate support for the resident own interests, rights and decision making.</li> <li>• Assistance is provided in maintaining a safe and healthy environment including minimizing physical dangers or risks.</li> </ul>
<b>KEY ELEMENT 3. Work within duty of care.</b>
<b>SPECIFIC ACCOUNTABILITIES</b>
<ul style="list-style-type: none"> <li>• Follow organizational guidelines.</li> <li>• Work within ethical guidelines.</li> <li>• Support rights interests and needs of resident.</li> <li>• Respond to situations of risk or potential risk of the resident.</li> <li>• Comply with workplace policies and procedures.</li> <li>• Elderly Chinese Home Quality Management Systems are supported within the job role.</li> <li>• Decisions and actions are within the position description.</li> <li>• Prompt and consistent performance of duties is applied to all workplace activities.</li> <li>• Knowledge and skill for daily living activities is sought and maintained.</li> <li>• Work practices are applied to minimize risk or potential risk.</li> <li>• Residents are supported and encouraged to exercise their rights and independence where appropriate.</li> <li>• Consult with individual residents regarding their care and choice.</li> <li>• Respond to situations of risk and reports to Registered Nurse/ Manager.</li> <li>• Reports uncharacteristic or inappropriate behaviours to the Registered nurse / Manager.</li> </ul>



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<b>KEY ELEMENT 4. Assist in the provision of a safe environment.</b>
<b>SPECIFIC ACCOUNTABILITIES</b>
<ul style="list-style-type: none"><li>• Create an environment that is safe and free of risks.</li><li>• Carry out care according to 'No Lift' policy.</li><li>• Residents are assisted to feel secure and comfortable.</li><li>• Aids to support comfort and safety are used.</li><li>• Hazards to residents and/or staff are recognized and reported as appropriate.</li><li>• Ensure own safety and wellbeing by working within the OH&amp;S policy and guidelines.</li></ul>
<b>KEY ELEMENT 5. Contribute to service delivery</b>
<b>SPECIFIC ACCOUNTABILITIES</b>
<ul style="list-style-type: none"><li>• Carry out work activities according to Elderly Chinese Home procedures.</li><li>• Contribute to implementation of the residents care plan.</li><li>• Individual needs and wishes are identified and followed.</li><li>• Advice and direction is obtained when appropriate.</li><li>• Difficulties in carrying out duties as required are reported and advice sought.</li><li>• Changes in the residents' needs and circumstances are reported.</li><li>• Contribute relevant information when the residents care plan is reviewed and evaluated.</li></ul>
<b>KEY ELEMENT 6. Communicate effectively</b>
<b>SPECIFIC ACCOUNTABILITIES</b>
<ul style="list-style-type: none"><li>• Develop and maintain effective relationships with colleagues.</li><li>• A range of effective communication techniques is utilised.</li><li>• Congruent verbal and non verbal communication is used at all times.</li><li>• Demonstrate respect for the various members of the healthcare team.</li><li>• Report changes in the resident's condition to the registered nurse/manager.</li><li>• Clarify care orders and seek assistance and advice when necessary.</li></ul>
<b>KEY ELEMENT 7. Participate in the work environment</b>
<b>• SPECIFIC ACCOUNTABILITIES</b>
<ul style="list-style-type: none"><li>• Contribute to the Continuous Improvement Program within Elderly Chinese Home.</li><li>• Participate in the Elderly Chinese Home Career Development Review Program.</li><li>• Contribute to the work of Quality Improvement Team established within the facility.</li><li>• Make recommendation for improvements.</li><li>• Implement changes for improvement in consultation with the Facility Manager.</li><li>• Self evaluate own performance.</li><li>• Demonstrate commitment to ongoing development.</li><li>• Develop a learning plan in consultation with the Facility Manager.</li><li>• Implement plan to enhance skills.</li><li>• Monitor progress towards achieving goals in learning plan.</li></ul>

Please Note: The above Specific Accountabilities should not be considered all-inclusive. Reasonably in line with the position, other duties may be allocated from time to time.



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### **CAREER DEVELOPMENT REVIEW (CDR):**

Performance shall be evaluated by the relevant manager annually or on request.

### **CONDITION OF EMPLOYMENT:**

- Permission to conduct a policy security check is required prior to appointment.
- Attend yearly fire drill and be familiar with emergency procedures.
- Maintain safe working conditions and safe working practices in line with the standards, policies and practices of Elderly Chinese Home and requirements of the OH&S Act. Training in Occupational Health & Safety and Fire Training is **COMPULSORY** for personnel to attend.
- Carry out the policies and procedures of Elderly Chinese Home, as amended from time to time.

**HOURS OF WORK:** As per Contract of Employment

**SALARY:** As negotiated

**BENEFITS:** As per Contract of Employment

### **EMPLOYEE'S STATEMENT**

I have read, understand and accept the above Position Description.

Employee Name: \_\_\_\_\_

Employee Signature: -- ----- **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_