

Lilliane Brady Village

POSITION SPECIFICATION AND DESCRIPTION		
PERSONAL CARER		
HR 10c		
Authorised by: Cobar Shire Council	Authorised on: 22 nd October 2002	No of Pages: 3

Title: Personal Carer – CSE Grade 2

Qualifications:

Essential: Certificate III in Individual Support
or
equivalent or previous experience in aged care

Responsible for: The delivery of planned individualised resident care within level of demonstrated competence under the supervision of a Registered Nurse.

Responsible to: Through the Registered Nurse to the Director of Nursing.

Hours of work: As per letter of appointment

Award: Local Government, Aged, Disability and Home Care (State) Award

The Lilliane Brady Village acknowledges the contribution made by all staff in achieving the Lilliane Brady Village's goals in the delivery of quality care to residents. In order to meet your commitment to these goals you will be required to:

1. Work within the Mission and Philosophy of the Organisation

- 1.1 Work within the stated mission statement, philosophy and objectives of the Lilliane Brady Village.
- 1.2 Promote and articulate the role and function of the Lilliane Brady Village with residents, relatives, other health workers and the wider community.
- 1.3 Acknowledge and maintain residents' rights and confidentiality in accordance with the Charter of Residents' Rights.
- 1.4 Work according the Lilliane Brady Village's policy, protocols and procedures.
- 1.5 Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.

2. Work with Colleagues

- 2.1 Work cooperatively as a team member.
- 2.2 Work within level of skill and knowledge and seek assistance from a registered nurse or colleagues as necessary.
- 2.3 Contribute to continuous improvement by participation in committees and attendance at relevant meetings.
- 2.4 Practice a duty of care to each other by respecting each others' integrity and ability to contribute to a cohesive and harmonious team.
- 2.5 Support new or less experienced staff through the sharing of knowledge and by example.
- 2.6 Demonstrate flexibility in work practices in order to support colleagues and to meet the changing needs of the facility.

3. Demonstrate a Commitment to Training and Development

- 3.1 Maintain skills and knowledge related to work role.
- 3.2 Attend relevant inservice education sessions.
- 3.3 Seek opportunities to undertake continuing education provided by external agencies.
- 3.4 Maintain own service and continuing education records.
- 3.5 Share knowledge and expertise with other members of the work team gained through attendance at education forums.
- 3.6 Participate in regular performance review in accordance with the Lilliane Brady Village's policy.

4. Work within the Work Health and Safety Policy and Protocols of the Lilliane Brady Village.

The Lilliane Brady Village has an obligation under Work Health and Safety legislation to provide a safe and healthy environment for all employees, residents and visitors.

- 4.1 Perform work activities and functions in a manner that promotes personal safety and risk management.
- 4.2 Identify hazards in the work area and report in accordance with the Lilliane Brady Village's policy and protocol.
- 4.3 Report all resident, staff and visitor incidents utilising the appropriate incident forms.
- 4.4 Follow organisational guidelines for safe manual handling.
- 4.5 Select and use appropriate equipment according to the Lilliane Brady Village's policy and procedures.
- 4.6 Apply Standard and Transmission Based Precautions according to the Lilliane Brady Village's policy and procedures.
- 4.7 Use and store chemicals in accordance with relevant Material Safety Data Sheets.
- 4.8 Attend compulsory fire safety lectures and evacuation drills.

5. Deliver Planned Individualised Resident Care

- 5.1 Perform delegated care activities in accordance with residents' plans of care and the Lilliane Brady Village's policies and procedures.
- 5.2 Observe, identify and report to a registered nurse variations in residents' abilities and/or conditions.
- 5.3 Contribute to on-going care planning.
- 5.4 Participate in case conferences as required.
- 5.5 Accept direction and seek assistance from a registered nurse to fulfil role requirements.
- 5.6 Maintain documentation in accordance with the LBV policy, completion of assessments, development and evaluation of care plans.
- 5.7 Liaise with family/person responsible/carers and other members of the health care team to facilitate the individual residents care