



# Murray House

## POSITION DESCRIPTION

**Position Title:** Personal Care Assistant

**Responsible To:** Clinical Care Manager

### ORGANISATIONAL INFORMATION

The organisation is a community owned not-for-profit aged care facility that is overseen by a voluntary Board of Directors. The facility has the capacity to house 65 residents who have chosen to make it their home and live in private and comfortable accommodation.

### PRIMARY RESPONSIBILITIES

The Personal Care Assistant, under the supervision of the Clinical Care Manager, 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
- Aged care experience
- Current First Aid Certificate

### SPECIFIC DUTIES

- Deliver care which reflects the Mission, Values and Quality Statements of Murray House 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 as per schedule 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 Medico Pack 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 Division 1.
- Carry out cleaning activities as per schedules.
- Undertake blood glucose level (BGLs) monitoring.

- Take appropriate action if a Resident requires medical attention, by contacting the RN Division 1 or Clinical Care Manager, or ambulance if the 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 Division 1 or Clinical Care Manager.
- Use established lines of communication to report concerns/complaints or suggestions.
- Attend meetings and education sessions, when possible.
- Perform tasks as required by the Clinical Care Manager.
- Participate in ongoing review, development and implementation of action plans and strategies.
- Report any complaints from residents and family members to the RN Division 1 or Clinical Care Manager.

#### **COMMUNICATION / INTERPERSONAL SKILLS**

- Establish and maintain effective communication with Residents, their relatives and friends to ensure the Resident's 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.

#### **WORK HEALTH & SAFETY**

- Ensure that work is carried out in accordance with WH&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 WH&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 the Clinical Care Manager any potential situation which the employee feels may constitute a hazard to the health and safety of employees, residents or visitors.
- Report to the Clinical Care Manager any workplace incident, accident or other occurrence which has happened, and complete the necessary WH&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.
- Understand that the consistent use of blood and body substance precautions, with additional precautions introduced when required, must form the basis of all resident care.
- Ensure protective apparel supplied by the organisation must be used to minimise exposure to infectious agents.

### **CONTINUOUS QUALITY IMPROVEMENT (C.Q.I.)**

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

### **PERFORMANCE APPRAISAL**

Performance appraisals shall be carried out using the approved system of assessment three (3) months after the commencement date. Further appraisals shall be done annually and when required.

### ***MURRAY HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER***

*This document forms part of the Contract of Employment.*