

Position Description



Personal Care Worker

Position Objective

The Personal Care Worker provides necessary care to clients, ensuring their physical and emotional wellbeing and working under the direction of the Registered Nurse

Primary Roles and Responsibilities

Requirements	<ul style="list-style-type: none">• The PCW is responsible for the delivery of care to residents within their scope of practice• The PCW will at all times liaise with and assist the Registered Nurses in attending to more complex residents• The PCW will have a resident allocation as deemed applicable at the team meeting each morning shift and is accountable for the knowing that care is provided, documented appropriately, shared with the team and reported to the following shift team• The PCW will contribute to the team environment• Will administer medications under the direct and indirect supervision of the Registered Nurse• The PCW may only be delegated to administer medication to a resident who has been assessed as stable by the Registered Nurse• The PCW cannot administer intramuscular, subcutaneous or intravenous medications• The PCW cannot check medications for administrations• The PCW cannot count the S8 and S4D medication in the Drugs of Addiction Administration books with a Registered Nurse• PCW's will be responsible for the supervision of resident's taking oral medications from a Webster Pak inhalation medication and can apply topical lotions and ointment• The PCW must report immediately to the Registered Nurse if they cannot administer medications to a resident• If the resident requires a PRN medication then the PCW must consult with the Registered Nurse or the NUM• All non-packed medications must be administered by a Registered Nurse or an Enrolled Nurse• Team work is essential so that all staff complete the shift together
Efficient, Effective, Safe Service Delivery	<p>Comply with organisation processes in carrying out:</p> <ol style="list-style-type: none">1. Continuous Quality Improvement aligned with National Safety and Quality Health Services Standards, Australian Aged Care

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	<p>Accreditation Standards, National Disability Insurance Scheme and Australian General Practice Accreditation Limited.</p> <ol style="list-style-type: none"> 2. Timely and accurate completion of data relating to service delivery. 3. Reporting of outcomes / deliverables in line with funding agreements.
Professional Conduct	<p>In your position, you are responsible for:</p> <ol style="list-style-type: none"> 1. The interchange and management of communication with internal and external stakeholders. 2. Compliance with organisational code of conduct. 3. Compliance with organisational policies and procedures, including infection control and confidentiality. 4. Compliance with relevant legislation such as work health and safety, equal opportunity and anti-discrimination. 5. Compliance with Code of Professional Conduct and Statement of Ethical Practice for National body relevant to this discipline. 6. Behaving in a professionally responsible and accountable manner at all times. 7. Compliance with Agency mandatory training Policy. <p>Flexibility in working role related to changing job requirements including:</p> <ol style="list-style-type: none"> 1. Willingness to take on activities or tasks that may fall outside of regular duties 2. Capacity to identify and / or respond to areas of need within the workplace on negotiation with Line Manager
Immunisation Requirements	<p>As per the Immunisation of Health Care Workers Procedure. Table 1 Risk Assessment Categories for Health Care Worker's.</p> <p>Staff Category A Vaccinate For:</p> <ol style="list-style-type: none"> 1. Diphtheria/Tetanus/Pertussis 2. Poliomyelitis 3. Measles/Mumps/Rubella if born since 1966 – 2 doses 4. Hepatitis A 5. Hepatitis B 6. Varicella (chicken pox) 1. Influenza (offer yearly)

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Selection criteria

Essential

1. Experience in personal care including assisting with activities of daily living, showering, mobility and social support
2. Evidence of having undertaken an approved course in Aged Care through a recognised training organisation. E.g. Certificate IV in Community Services, Aged Care or equivalent.
3. Competency in medication administration within the scope of practice of a personal care worker and preparedness to undertake annual competency in medication
4. Knowledge and competency in the process of ordering medication when required
5. Excellent communication and reporting skills
6. Excellent inter-personal communication skills
7. Ability to work self directed with minimal supervision
8. Ability to work as part of a self-managing team
9. To have an understanding and interest in the needs of older people and people with disability and their families and carers
10. To be contactable by telephone
11. A willingness to participate in specialised in-service training provided by Corryong Health

Desirable

1. Basic computer skills

Additional Information

Salary Package	Salary Packaging Available Employer Contribution to superannuation 9.5% Annual Leave Loading 17.5%
Hours	Part time as per contract
Location	This position is based in Corryong
Criminal History Check	All final applicants for this position will be asked to consent to a criminal record check and a working with children check (where applicable).
ANZSCO	423313
Award / Agreement	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise 2016-2020
Award / Agreement Pay Code	Personal Care Worker

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I the undersigned agree to the conditions of this position description.

Signature

Employees Name (Printed please)