Role Description

POSITION:	Health Care Worker	**PD No:** 4.2

Purpose:
The Health Care Worker provides personal care to assist residents to maintain independence and dignity related to activities of daily living and lifestyle according to their individual care plan.

Key Selection Criteria:

Mandatory Qualifications:

1. Certificate III in Individual Support
2. Sound interpersonal skills
3. Influenza Immunisation annually (Exemption will only be accepted with a letter from your General Practitioner).
4. COVID 19 Immunisation
5. Current NDIS Worker Screening Check / National Police Check
6. Completion of the NDIS Worker Orientation Module

Desirable:

1. Experience in residential aged care environment

Conditions of employment: Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025

Responsible to: Registered Nurse (In Charge) and Nurse Unit Manager

Main responsibilities:

- Provides personal care in accordance with the residents care plans under the direct or indirect supervision by an Enrolled Nurse/Registered Nurse.
- Contributes to professional care practice such as; assessments, exceptional reporting and care plan evaluation
- Completes charting and progress notes in a timely manner, each shift
- Plans, organises and implements care as allocated and or delegated by the RN in Charge in accordance with individual resident care plans
- Assists and supports other care staff to complete allocated tasks on a shift by shift basis

Reporting requirements:

- Completion of Audits, as directed.
- Completion of Progress Notes, Charting and associated documentation by the completion of each shift.
- Completion of Maintenance / Hazard Identification immediately upon the discovery of an unsafe environment or unsafe equipment.
- Completion of Incident Reporting immediately following an incident.

Performance appraisal: at 6 months, then annually and as requested by the line manager.

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Key Results Areas (KRAs) and performance criteria

1. CONDUCT

1.1 Demonstrates a high standard of personal appearance and conduct, that is: clean, neat, tidy, punctual, and respectful language and manner toward customers, visitors and to each other.
1.2 Information related to a resident or staff member is at NO TIME discussed with anyone other than the relevant staff member providing service.
1.3 Demonstrates a flexible, and enthusiastic attitude toward undertaking a variety of tasks with a team approach.
1.4 Participates in the completion of individual resident assessment and the development, implementation and evaluation of resident care plans.
1.5 Exceptions to the care plan are verbally communicated to the RN in Charge and documented in the resident's individual file as soon as practicable.
1.6 Assists and supports residents to maintain independence with respect to activities of daily living and lifestyle.
1.7 Provides privacy and dignity to residents in all aspects of care and service.

2. HEALTH & SAFETY

2.1 Participates in the risk management program and contributes to a safe work environment for self, other staff, and volunteers; and a safe service environment for consumers and visitors.
2.2 Reports immediately, any equipment or situation which has the potential to cause harm.
2.3 Completes an Incident Form, via VHIMS Central, for an event or situation that; resulted, or could have resulted, in harm to a consumer, staff member or visitor; or a complaint, loss or damage.
2.4 Participates in problem solving processes to resolve health and safety issues.
2.5 Does not use any type of restraint for a consumer without medical/nurse practitioner or registered nurse authorisation.
2.6 Demonstrates an understanding of all types of elder abuse, the appropriate action to take and the reporting requirements according to your role.

3. QUALITY IMPROVEMENT

3.1 Provides safe, quality service as a priority in your everyday work.
3.2 Provides competent service in accordance with the organisation's documented policies and procedures, and legislative requirements relevant to your role.
3.3 Encourages and supports consumers to provide feedback and to make complaints, including completing an Improvement Form on their behalf according to their wishes.
3.4 Actively participates in team meetings and quality improvement activities to improve the quality and safety of the care and services provided.

4. KNOWLEDGE & SKILLS

4.1 Maintains own knowledge and skills for safe care/services by completing annual mandatory training and competency assessments related to your role; participating in ongoing education sessions, and; reading communication boards, newsletters and memos.
4.2 Annual training objectives are completed following performance appraisal to ensure you have the right skills and knowledge to perform your role.

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5. SAFE & EFFECTIVE CONSUMER-CENTRED CARE

5.1 Promotes positive health care worker workforce relations resulting from effective workforce engagement and support and the creation of a culture of safety that empowers staff to speak up and raise concerns and to work together to seek solutions for consumer safety concerns.

6. RISK MANAGEMENT

6.1 Utilises systems and processes that are in place for relevant regulatory compliance including but not limited to; the Drugs, Poisons and Controlled Substances Regulations, the clinical and personal care workforce practising within their scope of practice, Health and Safety legislation, National Infection Prevention and Control Guidelines, compliance to the Quality of Care Principles – care and services for residential services, compliance to the Classification Principles (ACFI), the Accountability Principles for compulsory reporting of elder abuse and unexplained absences, Privacy legislation and legal documentation requirements.

7. INFECTION PREVENTION & CONTROL (IPC)

7.1 Follows the organisations Infection Prevention and Control, policies, procedures and Work Practices.
7.2 Follows the direction of the IPC Lead.
7.3 Participates in the annual immunisation program, on an annual basis.
7.4 Reports any infection control issues to the Registered Nurse.
7.5 The annual Staff Development Program includes mandatory training and competencies for hand hygiene, standards and transmission-based precautions including; outbreak management. The Health Care Worker must complete these competencies on an annual basis.
7.6 Maintains knowledge of the Outbreak Management procedures.
7.7 Follows the direction of the Registered Nurse during an Outbreak Management process.

8. QUALITY PROGRAM

8.1 Participates in the organisational quality program.
8.2 Undertakes Audits, as directed.
8.3 Participates in Procedure and Work Practice review as requested.

9. NATIONAL DISABILITY INSURANCE SCHEME (NDIS)

9.1 Working knowledge of, and compliance with, National Disability Insurance Scheme Act 2013 and NDIS Code of Conduct
9.2 Promote a supportive and positive working environment for NDIS participants.

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Physical Demand Analysis	**Type of Work:** **A** = Administrative **C** = Care **S** = Services **Frequency:** **Continuous (C)** = 75% to 100% of the shift **Frequent (F)** = 25% to 75% of the shift **Infrequent (I)** = 0% to 25% of the shift **Note:** Assistive technology will be considered on an individual basis.

Physical demand	**Frequency for type of work**			**Description**
		C		
Standing and Walking		**C**		Standing and walking are major requirements for carrying out tasks and are required for movement around the facility. The ability to fully use both legs on variable surfaces is required.
Sitting		**F**		Sitting is required when carrying out documentation or administrative tasks.
Climbing		**I**		Climbing is required to go up and down stairs and steps. Requires body agility and the ability to use both legs and feet and hands/arms to use hand rails. A lift is available to move from one floor to another.
Balancing		**F**		Balancing is required to maintain body steadiness to prevent falling when walking, standing, crouching and/or lifting whilst carrying out task requirements.
Lifting and carrying		**F**		Lifting and carrying is required in the movement of objects around the facility including movement from lower to higher and/or horizontally and/or place to place. The ability to fully use both arms and hands is required.
Pushing and Pulling		**F**		Pushing and pulling objects around the facility including but not limited to trolleys, wheeled chairs and manual handling equipment.
Bending & Crouching		**F**		Bending at waist level whilst carrying out tasks is required. Ability to crouch to floor level when required.
Kneeling		**I**		Kneeling can be required whilst carrying out tasks.
Reaching & stretching		**F**		Reaching and stretching is required in carrying out tasks, and in the movement of objects within the facility.
Twisting		**F**		Twisting may be required in carrying out tasks. The ability to reach in all directions and to twist at the waist is required.
Grasping/ Finger Movement		**F**		Grasping and fine finger movement is required to hold objects. The ability to do repetitive motions with hands, wrists and fingers is required.
Handling and Feeling		**C**		Finger dexterity and hand–eye coordination, along with full hand and wrist movement is required. The ability to distinguish the features of objects by touch, particularly with the fingertips is required.
Talking & Communicating		**C**		Talking and communicating is required to carry out tasks. An excellent understanding of the English language and the ability to communicate effectively is required.
Hearing		**C**		Hearing and the ability to interpret what is being heard is required to carry out tasks. Ability to maintain hearing acuity, with correction, if required.
Vision		**C**		Vision and ability to recognise objects to determine depth perception, to discriminate between colours and read documents is required to carry out tasks. Ability to maintain 20/40 vision using correction, if required.
Smelling		**F**		Ability to distinguish odours and identify hazards is required when carrying out tasks.
Repetitive Motions		**I**		Repetitive motions of the wrists, hands or fingers are required when carrying out tasks.

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I …….....(Please Print) have read and understand the Position Description requirements including the Physical Demands and agree that I have the capacity to do this position. I agree to follow the requirements set out in the position description and understand that the information provided is a general outline and may not include every aspect of the position.

Signature: _____ **Date:** _____