



POSITION DESCRIPTION

Position Title	Personal Care Worker (PCW)	Employee name		Date	December 2018
Location	29 Timins Street Sunbury	Service Unit	Sunbury Lions Community Aged Care	Time Fraction	Casual Various AM PM ND

SUNBURY COMMUNITY HEALTH

Sunbury Community Health is a not for profit company limited by guarantee and registered health promoting charity. With more than 270 staff and volunteers, the Centre provides a diverse range of health and community services, including residential aged care for Sunbury and surrounding communities. The Centre receives funding from a range of sources including Commonwealth and State governments.

Sunbury Community Health operates with a multidisciplinary team structure and staff are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Staff are expected to participate as a member of SCH team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

SCH is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with special needs and other socially disadvantaged groups. Sunbury Community Health is an Equal Opportunity employer.

SCH is also the auspice organisation (official employer) of a number of semi-independent organisations, including the Hume-Whittlesea Primary Care Partnership (PCP) and Boilover – Inclusive Theatre Company.

Vision

A community whose social fabric and wellbeing is strong.

Mission

We build the social fabric of our communities through programs that help people support themselves and each other.

Values

It takes a village.....to belong and grow

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. Every day we strive to work with and support people at all stages of their life, to improve and expand their potential. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

Passionately engaged.....with our community and each other

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

We do the right thingnot just the easy thing

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

We make things happen we get things done

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work 'hands-on' and get things done. We pitch in and go the extra mile.

Position reports to	Facility Manager (FM)	Reportable positions	Nil
Internal relationships	<ul style="list-style-type: none"> All SLCAC staff Residents and their representatives 	External relationships	<ul style="list-style-type: none"> Allied Health Professionals General Practitioners Contractors and Suppliers
Position Summary	<p>The Personal Care Worker (PCW) position is responsible for the delivery of high quality personal care which maintains and enhances the independence of residents, maximises their lifestyle options and ensures individual choice and decision-making are encouraged and supported.</p> <p>The PCW will work collaboratively with the Nurse Unit Manager (NUM), Endorsed Enrolled Nurses (EEN) and all other staff to provide a range of holistic, contemporary care services to residents.</p>		
Qualifications	<ul style="list-style-type: none"> Certificate 3 or 4 in Aged Care 		
Police Check Required	Yes	Working with Children Check Required	No
Victorian Driver's Licence:	Not applicable	Current First-Aid Level II:	Yes
Award / Agreement	Sunbury Community Health Centre (trading as Sunbury Lions Community Aged Care) ANMF and HSU Enterprise Agreement 2014	Classification	Personal Care Worker
Resource Management	Nil	Total staff management (EFT)	Nil

COMPETENCIES REQUIRED

Quality Services:

- awareness & acceptance of alternative values, attitudes and behaviours, & treats all people with respect
- commitment to ensuring the rights of residents are not compromised
- professional presentation, punctuality and reliability

Stakeholder Engagement:

- ability to build respectful, collaborative partnership with staff, residents, representatives and other key stakeholders respect for resident and families' individual care needs and preferences
- commitment to ensuring residents are encouraged to make informed choices in respect to all aspects of daily living

Self & People Management:

- demonstrated communication skills with the ability to liaise with residents, families and colleagues
- commitment to ongoing professional development
- understanding of and willingness to work within professional boundaries
- positive and innovative approach to work
- confidence and personal resilience and ability to manage challenging situations
- ability to accept responsibility and work unsupervised
- ability to accept constructive criticism and regularly seek and use feedback to identify areas for learning and improvement

Team Work

- effective collaboration with management, peers, staff and volunteers from across SLCAC and Sunbury Community Health (SCH) to achieve individual, team and organisational objectives
- ability to promote a positive and proactive team environment

System and Process Development

- commitment to actively participating and contributing to Quality Activities which promote quality improvement to care/service provided

Planning and Initiative

- demonstrated critical thinking and analysis skills
- demonstrated commitment to being involved in organisational planning and goal setting

DUTIES AND RESPONSIBILITIES

Resident Health and Personal Care:

- Work closely with the NUM and EENs to contribute to resident assessment, care planning and evaluation processes as per SLCAC work instructions and relevant SCH Policies and Procedures
- Under the direction of the NUM and/or EEN Supervisor, implement and monitor resident care as per the care plan
- If Medication Endorsed, where required provide medication administration services to residents as delegated by the NUM and in accordance with SLCAC Medication Policy and Procedures.
- Ensure all relevant documentation is completed accurately in an appropriate timeframe and in a manner that supports resident confidentiality.
- Complete all relevant documentation accurately, in an appropriate timeframe and in a manner that supports quality, appropriate resident care, confidentiality and supports maximisation of the ACFI.
- Complete mandatory compliance and training activities
- Attend regular Staff meetings, relevant operational meetings and staff development day.
- Engage in relevant ongoing professional education, including participation in service education provided by the organisation
- Facilitate continuous improvement
- Support the inclusion of students and volunteers and work with them within a team environment
- In collaboration with FM, NUM and relevant staff, identify suitable equipment and resources to facilitate excellence in clinical care
- Participate and actively engage in regular Supervision
- Promote best practice in service delivery by contributing to the development of work instructions and systems
- Other duties as required to achieve position specific or organisational objectives

KEY SELECTION CRITERIA

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Essential	<ul style="list-style-type: none"> • Demonstrated experience of at least two years working in Aged Care • Demonstrated practical understanding of the ACFI, Aged Care Accreditation Standards and their application to resident care, including documentation requirements • Demonstrated ability to build and maintain collaborative relationships with the care team • Demonstrated ability to facilitate continuous program improvement • Commitment to upholding resident rights and empowering residents to make informed choices • Demonstrated understanding of and ability to work within professional boundaries • Demonstrated knowledge and competency in the use of a computer • Well developed written and verbal communication skills
Highly Desirable	<ul style="list-style-type: none"> • Demonstrated experience and knowledge of working with people who have dementia • Experience with computerised resident assessment and care planning systems such as LeeCare.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied during the term of your employment

AGREEMENT:

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

Name (please print):

Signature:
(Incumbent)

Date:

Signature:
(Manager)

Date:

Review Date: 2018 or as required