

The mission of St Vincent's Care Services (SVCS) is to provide high quality and efficient health services to the people in our care. The mission is based on the values of compassion, justice, integrity and excellence. The health service embraces the policies and principles of equal employment opportunity, workplace health and safety and quality improvement.

POSITION DESCRIPTION – Personal Care Worker / Assistant in Nursing

Purpose of the Position		
The purpose of the position of an Assistant in Nursing is to: <ul style="list-style-type: none">• Work as an effective team member with both the clinical and non-clinical staff whilst assisting in the delivery of care duties under the supervision of a Registered Nurse or an Enrolled Nurse• To support the wellbeing of the resident through the professional, caring and efficient execution of required duties.• To provide resident centred care in accordance with individual resident's care plans and preferences		
Qualifications and Certification		
Essential qualifications and certification: <ul style="list-style-type: none">• Certificate III in Aged Care, Certificate III in Individual Support• Undertaking a Diploma in Nursing or Batchelor's of Nursing• Satisfactory Police Check valid within 6 months, or the ability to provide one prior to commencement if successful. Desirable qualifications: <ul style="list-style-type: none">• Modules in dementia / palliative care / Medication Certification		
Technical Skills		
Essential technical skills: Ability to provide clinical practice and care that is consistent with the mission and philosophy of the SVCS in an efficient and prompt manner as directed by a Registered Nurse or an Enrolled Nurse Desirable technical skills: At least one (1) year recent work experience in an aged care environment.		
Key Accountabilities		
<ul style="list-style-type: none">• Assessed as competent in the SVCS mandatory competencies required for the role• Reliability, honesty and the ability to take direction whilst remaining resident focused.• Able to identify problems and provide solutions and avoid conflict through the ability to remain calm and resident focused when faced with difficult situations• Ability to manage own time to achieve key outcomes of the role and the changing needs of the residents.• Proven ability to work co-operatively with a diverse, multicultural workforce and client base• Able to identify and seek appropriate support and guidance when required• Commitment to working in accordance with St Vincent's Care Services values and Code of Conduct• Ability to participate in and support education activities and to contribute to the development of self and other team members.• Ability to make a contribution towards effective risk management within the Facility.		
Responsibilities of the role		
Following the residents care plan to undertake various tasks including but not limited to: <table><tr><td><ul style="list-style-type: none">• Socialisation with residents• Wash/shower/shave residents• Assist resident with meals• Attend to personal hygiene needs, teeth cleaning, hair, bedpan and toileting• Transfer and positioning of residents as required• Assist resident ambulation• Transportation of residents as required</td><td><ul style="list-style-type: none">• Provide continence care• Provide pressure area care.• Answer call bells and telephone• Report any changes in a residents health or behaviour through the appropriate channel• Care of resident flowers, water, cordial jugs and glasses• Change and make resident beds• Stocking nursing supplies and checking expiry dates</td></tr></table> <ul style="list-style-type: none">• Record resident outcomes into the appropriate St Vincent's Care Services records (Autumn Care / RiskMan)• Assist residents and visitors who are in need of direction or help within the Facilities grounds• Participate in the continuous improvement and education within the facility• Build relationships with families and other stakeholders with the goal of providing the best resident focused care• Report resident and workplace risks to directly to the Registered or Enrolled Nurse and completing mandatory reporting processes.• Other duties as reasonably directed by the Registered, Enrolled Nurse	<ul style="list-style-type: none">• Socialisation with residents• Wash/shower/shave residents• Assist resident with meals• Attend to personal hygiene needs, teeth cleaning, hair, bedpan and toileting• Transfer and positioning of residents as required• Assist resident ambulation• Transportation of residents as required	<ul style="list-style-type: none">• Provide continence care• Provide pressure area care.• Answer call bells and telephone• Report any changes in a residents health or behaviour through the appropriate channel• Care of resident flowers, water, cordial jugs and glasses• Change and make resident beds• Stocking nursing supplies and checking expiry dates
<ul style="list-style-type: none">• Socialisation with residents• Wash/shower/shave residents• Assist resident with meals• Attend to personal hygiene needs, teeth cleaning, hair, bedpan and toileting• Transfer and positioning of residents as required• Assist resident ambulation• Transportation of residents as required	<ul style="list-style-type: none">• Provide continence care• Provide pressure area care.• Answer call bells and telephone• Report any changes in a residents health or behaviour through the appropriate channel• Care of resident flowers, water, cordial jugs and glasses• Change and make resident beds• Stocking nursing supplies and checking expiry dates	
Workplace Health and Safety		

<ul style="list-style-type: none"> • Visibly demonstrate work health and safety personal commitment to working with all St Vincent's Care Services stakeholders in achieving a Zero harm workplace by complying with WHS policy, WHS Plans and procedures relevant to your working environment. • Actively promote and foster constructive behaviours to enhance SVCS's organisational safety culture, by reporting hazards, incidents, injuries and near misses to the manager without delay. • Take reasonable care for your own health and safety and the health and safety of others in the workplace 	
Personal Effectiveness	
<ul style="list-style-type: none"> • Understands and operates in line with the mission and values of the organisation • Being accountable for achievement of results which will be reflected in any appraisal of your performance at SVCS. 	
Learning Agility	
<ul style="list-style-type: none"> • Maintains compliance with Mandatory training obligations and attends training as directed • Participates in learning opportunities • Keeps up to date with internal events and notifications 	
Resident Centred Care	
<ul style="list-style-type: none"> • Keeps the resident as the centre of all activity (clinical and non-clinical); • Applies principles of person-centred holistic care that meets individual needs • Applies principles of justice, human dignity and compassion in caring for residents 	
Organisational Acumen	
<ul style="list-style-type: none"> • Understands role of own department and related departments • Understands workplace health and safety standards on own role and acts accordingly • Understands the operations of own department and the department's unique role in achieving our Mission 	
Working with and Managing Others	
<ul style="list-style-type: none"> • Sees and respects the dignity of each person by encouraging, supporting and enabling others to flourish and achieve their full potential • Reviews and reflects on own behaviour and work style, recognising the effect this has on others • Acts on feedback to improve own performance 	
Collaboration	
<ul style="list-style-type: none"> • Cooperates with team members to deliver team goals • Achieves common goals by sharing information and knowledge 	
Declaration	
Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.
Employee	Name..... Signature Date: / /
SVCS Representative	Name..... Signature Date: / /