

Position Title: Care Aide
Reports To: Care Team Leader
Division: Relevant Operational Division
Business Unit: Various

Silver Chain Group's Purpose, Values and Vision

Purpose: Building community capacity to optimise health and wellbeing

Values: Care, Community, Excellence, Integrity

Vision: Improving health and wellbeing of all Australians

Organisational Environment

Silver Chain Group is a national organisation encompassing Silver Chain and RDNS (SA). The Group is one of the largest providers of community and health services in Australia, providing a broad range of services across several states.

Silver Chain Group promotes a wellness and independence approach through all areas of our organisation. Fundamental to this is the belief that everyone should be supported to be the very best that they can be. This is reflected in the promotion of maximising independence with our clients and mutual support for our colleagues (internal and external).

Our operational divisions provide a range of health services including care delivery and consultancy services that allow clients to remain in their community. Services range from provision of community palliative care for people living with terminal disease to acute and sub-acute conditions that substitute, avoid or shorten periods of hospitalisation.

Quality and Safety

Actively participates in continuous quality and safety activities within the context of the role. Including but not limited to improvement actions, such as audits, reviews, quality assurance measures and drills that result in improvements to client care, staff knowledge and the consumer experience.

Performs duties in accordance with Silver Chain Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and relevant State Health Code of Conduct.

Health and Safety

Actively promotes a positive safety culture by following all reasonable instructions relating to their own or another person's safety. Including but not limited to

- Provision of supervision to staff under their direction;
- Taking actions to avoid, eliminate or minimize hazards;

- Seek information on any work they undertake and be aware of the risks and hazards associated with their work;
- Report all incidents/hazards/injuries;
- Use Personal Protective Equipment as required and directed;
- Attend all mandatory training as scheduled.

Primary Objective

Provide care and support that enhances the ability of individuals and their carers, and to encourage clients to actively participate in their care to maintain their independence.

Major Accountabilities

Responsibilities and accountabilities of this role include but are not limited to the following and are in accordance with the Units of Competency specified within the Certificate III in Aged Care work(Home and Community Care and Community Services):

- Work undertaken in the home and community environment is in accordance with the organisation's purpose, values and standards.
- Deliver care and support to clients in accordance with the care plan and Silver Chain Group's policies and procedures; communicate any changes to client's condition that require review of care.
- Check the care plan at each visit to ensure that the care delivered is in accordance with the directions and instructions, eg medication and showering routines etc.
- Develop and maintain an awareness of the emotional and physical needs of the individual to ensure appropriate person centred services is provided.
- Support clients to retain control of their own lives and build on their existing skills to improve or maintain overall function, health and wellbeing.
- Support clients only with the tasks that they are unable to do.
- Develop and maintain an awareness of the emotional and physical needs of carers to ensure services are provided to support their caring role in the community
- Be responsive to the specific needs of people, eg dementia and disabilities; to ensure that appropriate care and support is delivered.
- Undertake development and training as directed to meet mandatory requirements of the role.
- Attend mandatory training within the time frames outlined in the training plan.
- Communicate in a timely, appropriate and effective manner to ensure quality service provision is maintained.
- Undertake routine administrative tasks on home notes, care plans and other relevant documentation that complies with organisational policies and procedures.
- Ensure safe work practices are applied at all times complying with the organisation's policies and procedures.
- Assist the organisation by taking responsibility for the identification, reporting, management and/or elimination of hazards and unsafe work practices.
- Participate in activities that support continuous improvement and self-development.
- Work co-operatively and develop relationships with individuals from diverse cultural backgrounds based on mutual respect and cross-cultural understanding.
- Ensure essential compliance documentation is current and maintained.

Silver Chain Group has adopted the concept of a Wellness Approach. Clients are to be encouraged to actively participate in their care to maintain their independence. For those people who continue to have difficulties support is provided to prevent further decline in their abilities. Duties shall include but are not limited to the following tasks:

- Support clients with general housekeeping, bed making, laundry, limited shopping, sewing, assistance with correspondence, limited care of pets, plants, food preparation and basic first aid.
- Support clients with the following: transferring, skin care, toileting, hygiene, grooming, dressing and undressing, fitting and removal of appliances, mobility and exercise, fluid intake, feeding and preparation of meals, assisting with medication, respite, limited transport and basic home maintenance.
- Safely transport individuals on an as required basis, as approved by management.

Knowledge, Skills and Experience

- Certificate III in Health and/or Care is Highly Desirable.
- Ability to undertake all levels of care including low, moderate and complex care.
- Effective interpersonal skills including ability to encourage and motivate clients to do as much for themselves as possible.
- Ability to prioritise work.
- Knowledge of Occupational Safety and Health (including infection control).
- Focus on quality of own work, including customer service style.
- Ability to work alone or as part a team.
- Demonstrated skills in personal care and housekeeping including food preparation.
- Effective English literacy skills.
- Understand and apply the Wellness Approach (HACC).
- Understand the concept of early intervention and restorative care.
- Current Basic First Aid Certificate is desirable.

Essential Compliance Requirements

- Satisfactory National Police Certificate (on commencement of employment to be within six months from date of issue and during ongoing employment updated NPC required every three years, as per policy *Criminal Record Checks COR-POL-023*).
- Working with Children Check may be required as advised by your manager or supervisor in accordance with *Criminal Record Checks COR-POL-023*).
- Current motor vehicle driver's licence and access to a reliable registered motor vehicle with a minimum of third party insurance is essential.



Verification

I understand and accept the requirements detailed above and confirm my personal commitment to the Purpose and Vision of Silver Chain Group.

Position Holder

Name: _____ Signature: _____ Date: _____

Supervisor

Name: _____ Signature: _____ Date: _____