



Caring
for our
Community

POSITION DESCRIPTION

Position:	Care Assistant - Residential Care
Agreement:	Ozcare Enterprise Agreement 2018
Reports To:	Facility Manager or Delegate
Supervision:	Nil
Role Purpose:	To attend to the personal needs, including all activities of daily living for clients.
Date Updated:	Jun 2019

RESPONSIBILITIES

Client Services

- | Provide support and care to clients as outlined in care plans.
- | Attend to the personal care needs, including all activities of daily living for clients.
- | Assist clients with medication according to organisational policies and procedures.

Administration & Documentation

- | Observe the condition of clients, report and document any changes to the immediate Supervisor.
- | Report any incidents/accidents immediately as they occur, and document all actions taken.
- | Assist with admission and discharge of clients when required.
- | Maintain a clean orderly environment to maximise client comfort and security.
- | Complete all documentation required for funding purposes.
- | Maintain accurate and legal records as required.

Communication & Teamwork

- | Be flexible and responsive to meet the needs of the client/s, care team and the demands of the operations of the service.
- | Demonstrate a high standard of personal and professional behaviour consistent with Ozcare's values of Commitment, Compassion, Respect, Integrity, Empathy and Courage.
- | Maintain effective communication with clients and record observations as required/instructed by the Supervisor.
- | Participate in meetings and client care conferences (where appropriate).
- | Communicate effectively with individuals/groups to facilitate provision of care.
- | Liaise or work with other team members to facilitate co-ordinated care.
- | Develop positive team relationships.

Risk & Compliance

Position Description - Care Assistant - Residential Care

- | Maintain confidentiality of information pertaining to clients, carers, employee and Ozcare.
- | Actively participate in, and contribute to workplace quality improvement activities.
- | Practice and comply with Ozcare policies and procedures.
- | Comply with all relevant legislation, regulations and professional standards.

Health & Safety

- | Comply with Workplace Health and Safety and Environmental practices.
- | Use lifting equipment, assistive devices and the personal protective equipments (PPE) as required.

LIMITS OF AUTHORITY

Operate within the delegated parameters of the position.

ADDITIONAL REQUIREMENTS

- | Under relevant legislation and the policies and procedures of Ozcare, the successful applicant will need to provide a current National or Queensland Police Certificate prior to commencement.
- | Current First Aid and CPR Certificate.
- | Current Influenza Vaccination.

KEY SELECTION CRITERIA

Client Services

- | Demonstrated understanding of client focused care delivery.
- | Demonstrated skills and ability to assist clients with medication.
- | Demonstrated empathy with older persons and/or people with disabilities and support for their dignity and independence.

Administration & Documentation

- | Relevant industry related minimum Cert III qualification.
- | Demonstrated ability to observe, report and document changes in the condition of individual clients.
- | Demonstrated ability to complete all documentation required for funding purposes.

Communication & Teamwork

- | Demonstrated ability to communicate effectively with a variety of internal and external stakeholders.
- | Demonstrated ability to take direction and fulfill duties as required by senior employees.
- | Demonstrated ability to work both autonomously and as part of a team.

Risk & Compliance

- | Demonstrated understanding of continuous quality improvement.

Health & Safety

- | Demonstrated ability to comply with all relevant Workplace Health and Safety legislation.

Physical activities associated with role:

- | Transferring residents to and from various positions and activities via:
 - | Sit to stand transfer
 - | Assisted walking
 - | Standing hoist and full weight bearing hoist to transfer clients
 - | Slide sheets
 - | Wheelchairs

- ┆ Repositioning (bed and chairs)
- ┆ Shower / bathing / toileting of residents – using equipment such as a bath trolley or shower chair
- ┆ Stripping / remaking beds
- ┆ Administering medications
- ┆ Applying pressure stockings and monitoring participation in physiotherapy exercises
- ┆ Assisting with meals – feeding, handing out meals to residents in beds
- ┆ Laundry / linen – transportation of soiled linen to laundry as required
- ┆ Administration duties to update and client charts and progress notes
- ┆ Assisting residents with outings as required

Job Demands	Description
Overall physical demand level	Medium to heavy work – requires regular to frequent physical activity and/or manual work.
Reaching	Reaching above head height to access cupboards and shelving. Forward reaching when assisting residents to transfer using hoists, slide sheets. Downward reaching to make and strip beds.
Force exertion / lift	Frequent lifting up to approx.10kg for bags of laundry, garbage, meal trays, clothing, linen and hoist attachments. Regular pushing of trolleys of varying sizes to transport items of need. Pushing of clients in mobility devices with weights up to 130kg. Regular downward foot action to apply brakes on equipment e.g. trolleys, beds. People handling (pushing, rolling and lifting) to manoeuvre in beds, chairs and hoists – varying force required dependent on the person's position, size, ability.
Postural requirements	Continuous walking within an individual wing and throughout the whole facility, to perform duties. Frequent bending and crouching to perform showers, assist with toileting and grooming and making beds. Occasional sitting when updating client charts/progress notes or accessing a computer.
Frequency of equipment handling	Regular handling of trolleys, hoists, slide boards, sheets, wheelchairs, regency chairs, medications and assistive devices.
Handling and fine / gross motor skill requirements	Fine motor skills required when assisting with grooming, feeding and administering medications. Gross motor skills required when assisting with transfers, carrying trays, pushing trolleys, making and stripping beds.
Environmental considerations	Wet and slippery in the shower and wet areas from spills etc.
Psychosocial demands	Interaction with work colleagues and elderly people with varying physical, psychological and behavioural needs, resistant or non-compliant residents and residents with varying cognitive function.
Shift work	Rotating roster including day, evening and night shifts.

This document is generic and does not include or exclude all tasks associated with this position. The weights and tasks may vary depending on the requirements of the service. This information is to be used as a guide only.

ACCEPTANCE

I, have read and understand the contents outlined in this document.

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Employee Signature

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Date

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