



Position Description – Care Service Employee

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Job Title Care Service Employee	Reports To Aged Services Manager	Supervisory Responsibilities At times may need to supervise Trainees and Volunteers.
Applicable Award Employment is in accordance with the Local Government, Aged, Disability and Home Care (State) Award.		
Overall purpose of the position: To provide person centred care to older people and people with disabilities who are receiving residential care in Naroo Hostel.		
Working Conditions Naroo Hostel staff work a rotating roster which will include shift and weekend work. This position has a degree of manual handling involved including: <ul style="list-style-type: none"> • Assisting with moving clients and other objects from time to time • Pushing and pulling of objects • Stretching, reaching and bending to achieve allocated tasks • Periods of repetitive duties • Periods of time exposed to changing temperature conditions 		
Tasks and responsibilities <ul style="list-style-type: none"> • Adhere to Policies of Gwydir Shire Council (GSC) including Code of Conduct • Comply with aims and objectives of Naroo Hostel • Abide by Naroo Hostel policies and procedures • Be aware of individual responsibilities as a Care Service Employee in relation to the administering of medication regimes according to doctors' orders, WH&S Act, Infection Control Regulations, Fire, Security and Safety Procedures, Disaster and Emergency Procedures. • Maintain privacy and confidentiality of all residents and staff • Demonstrate effective communications through established channels and lines of communication 		

- Undertake continuing education activities to enhance and maintain professional knowledge and expertise
- Participate in regular Staff Development Reviews in consultation with management
- Commitment to Continuous Improvement and participation in auditing programs
- Professional obligation to attend mandatory training such as Manual Handling and Fire and Evacuation training
- Provide a holistic range of care services to residents
- Ability to follow resident care plans

Personal Care Duties

- All staff are required to be multi-skilled and to promote a homelike environment.
- Assist with and document the assessment, planning, delivery and evaluation of care as determined by the level of training and experience under the direction and supervision of the Hostel Manager.
- Work in collaboration with other Care Service Employees for the provision of resident care.
- Ensure protective clothing and/or equipment is utilised as required.
- Perform care in accordance with Resident Care Plan, Naroo Hostel Procedure Manuals, Policies, industry policies and duty statements.
- Seek assistance with any procedure or aspect of resident care if lacking competence, knowledge or confidence to perform same.
- Ensure all written communication is legible, factual, and non-judgemental and meets all legal and policy requirements.
- Make a conscious effort to maintain expenditure and judicious use of equipment and resources within the Hostel's budget.
- Report and document any unusual behaviour to the Hostel Supervisor.
- Treat residents with respect at all times ensuring their dignity and self-esteem is maintained.
- Ensure residents receive the quality of care consistent with The Standards and Accreditation Policies.

Public Relations

- Promote a professional image of Gwydir Shire Council and Naroo Hostel to the Community.
- Demonstrate a commitment to courteous, helpful service to residents, staff and volunteers.

Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

Requirements of the Role.

Essential

- Certificate III in Community Care (Aged Care Work)/ Individual Support or currently undertaking, or enrolled in this certificate - ***including 'Provide physical assistance with medication'***.
- Effective Communication Skills
- First Aid Certificate
- Current Police Check
- Understanding of principles of WH&S, and infection control
- Demonstrated ability to work as part of a team

Desirable

- Previous experience working within an aged care environment.

Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable Policies and Procedure of the GSC.