



Position Description
Aged and Disability Care Support Worker
411711-16

Position Objective

This position provides support to community and residential clients to retain their independence with resilience and dignity. Support many include assistance with nutrition and hydration, personal hygiene, domestic assistance, communication and community access.

NWRH Core Roles and Responsibilities

<p>Community Worker Requirements</p>	<ol style="list-style-type: none"> 1. Assists resident/ clients to maintain independence where possible 2. Report changes to resident/ client health condition promptly 3. Assist residents/clients to remain socially engaged with peers 4. Complies with Aged Care Standards 5. Complies with Home Care Standards 6. Culturally appropriate at all times
<p>Efficient and Effective Service Delivery</p>	<p>Comply with organisation processes in carrying out:</p> <ol style="list-style-type: none"> 1. Timely and accurate completion of data relating to service delivery 2. Reporting of outcomes/deliverables in line with funding agreements
<p>Professional Conduct</p>	<ol style="list-style-type: none"> 1. In your position, you are responsible for the interchange and management of communication with internal and external stakeholders. 2. Compliance with organisational code of conduct 3. Compliance with organisational policies and procedures, including infection control and confidentiality 4. Compliance with relevant legislation such as work health and safety, equal opportunity and anti-discrimination 5. Compliance with Code of Professional Conduct and Statement of Ethical Practice for National body relevant to this discipline 6. To behave in a professionally responsible and accountable manner at all times <p>Flexibility in working role related to changing job requirements including:</p> <ol style="list-style-type: none"> 1. Willingness to take on activities or tasks that may fall outside of regular duties 2. Capacity to identify and/or respond to areas of need within the workplace in negotiation with Line Manager



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Position Roles and Responsibilities

Maintain the residents / activities of daily living in the following areas:	<ol style="list-style-type: none"> 1. Personal Hygiene, grooming, manicuring and oral hygiene 2. Continance management 3. Communicate with all residents effectively and culturally appropriately. 4. Assisting residents with challenging behaviours, by participation in the development and implementation of an individually designed management plan 5. The residents mobility, by assisting with walking, use of wheelchairs and other aids and transfers 6. Supports and assists residents with food and fluids as required 7. Assists the Facility Managers and nursing staff with treatments as required 8. Assists Facility Managers by observing and reporting promptly any changes in the condition or wellbeing of residents
Documentation	<ol style="list-style-type: none"> 1. Reporting in progress notes and providing relevant information to assist the facility Managers to carry out holistic assessment and care planning 2. Complete care sheets including but not limited to: recording resident BO; continence assessment charts; behaviour charts and resident participation in activity forms 3. Complete incident reports in Tickit and/or inform Facility Manager of Incident
Lifestyle & Leisure	<ol style="list-style-type: none"> 1. Assist residents and clients to attend recreational preferences
Maintain Domestic Arrangements	<ol style="list-style-type: none"> 1. Assist with bed making and tidying work as agreed to by the resident and as directed 2. As rostered, undertake domestic related duties in the community under the CHSP and HCP programs 3. Other duties as directed
Work Health & Safety	<ol style="list-style-type: none"> 1. Active participation in the workplace health and safety processes 2. Knowledge of emergency procedures 3. Knowledge of storage, disposal and handling of chemicals 4. Cooperate in the investigation of workplace incidents in accordance with organisational policy 5. Promptly report and document all hazards, potential hazards and unsafe actions.
CHCP and HCP Programs	<ol style="list-style-type: none"> 1. Assist in delivery of any Meals to the community 2. Assist in the delivery of programs as funded by the organisation. These may include: <ul style="list-style-type: none"> - Domestic Assistance - Meal delivery - Garden Maintenance - Transport - Assisting clients to attend recreational activities - Assisting clients to attend medical visit
Education	<ol style="list-style-type: none"> 1. Update and Maintain skills by: <ul style="list-style-type: none"> - Attending workplace workshops - Participate in workplace meetings - Mandatory attendance at the following workplace training events on an annual basis or as required: <ul style="list-style-type: none"> • Chemical handling • Customer Service/ Continuous Improvement • Fire and emergency safety



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	<ul style="list-style-type: none"> • Safe food handling (if applicable) • Infection control and hand washing • Reporting of Abuse • And any other programs as required by NWRH <ol style="list-style-type: none"> 2. Participate in organisation continuous Quality improvement 3. Maintain currency of competency in safe handling of medications (if applicable) 4. Maintain competency of First Aid
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Reporting

This position reports to the Facility Manager.

Additional Information

Salary package:

Commensurate with qualifications and experience
 Salary Sacrifice entitlement up to \$15900pa
 Employer contribution to superannuation 9.5%
 Annual leave loading 17.5%

Hours:

This position is casual, based on a 76 hours per fortnight.

Location:

This position is based at Aged Care Facilities in Normanton, Doomadgee or Mornington Island.

Travel Requirements:

Travelling by road and/or in small planes to communities within the place catchment area

Criminal History Check:

All final applicants for this position will be asked to consent to a criminal record check. Please note that people with criminal records are not automatically excluded from applying for this position, unless the offences are precluded under the Aged Care Act. Each application will be considered on its merits.

Selection criteria

Essential

1. Certificate III in Aged Care, Disability Care or Community Care or willingness to undertake.
2. Genuine desire to support frail older people and younger people with disability in a supportive role
3. Demonstrated ability to operate independently and in a multidisciplinary team.
4. Awareness of local health issues and a demonstrated ability to work with people of diverse cultural backgrounds.
5. Current 'C' class driver's licence.
6. To be considered you must be an Australian or NZ Citizen or Permanent Resident, or have a relevant visa allowing you to live and work in Australia with no restrictions. NWRH does not undertake visa sponsorships.

Desirable

1. Experience in working with older people or persons with disability
2. Experience and or willingness to work in remote locations
3. Computer literacy in Microsoft Office Suite, or willingness and capacity to learn.