

## POSITION DESCRIPTION

**POSITION TITLE:** PERSONAL CARE ASSISTANT

**RESPONSIBLE TO:** Residential Services Manager

**APPRASIAL:** Annually, or as requested

### 1. SUMMARY OF POSITION

This position requires a person with mature character with commitment and empathy for the frail elderly to provide care in a safe, secure and homely environment in a manner consistent with the philosophy and policies of Samarinda Ashburton Aged Services (SAAS). As a member of the team, the Personal Care Assistant is responsible for the provision and documentation of appropriate care and assistance to meet the physical, social and emotional needs of the residents.

### 2. KEY RESPONSIBILITY AREAS

- Plan and participate in the delivery of resident care ensuring the provision of quality care in accordance with legislation, best practice and the aged care standards.
- maintain accurate resident records utilising knowledge of SAAS policies and procedures, the ageing process and best practice guidelines.
- Participate in the assessment, planning, implementation, evaluation and documentation of resident care plans.
- Maintain accurate assessments and records to maximise resident funding.
- Be responsible for overall hygiene and comfort of each individual.
- Monitor and report appropriately to registered nurse division 1 regarding residents condition.
- Provide nursing care that considers the individual resident's specific needs, privacy, confidentiality and dignity.
- Record resident use of stock items accurately and report purchasing requirements.
- Participate in team meetings and provide relevant information at staff handovers.
- Maintain tidy resident rooms.
- Assist as required, with the delivery to residents or rooms of breakfast and other meals if required.
- Assist as required with the collection, laundering and putting away of residents personal clothing and kitchen / dining room linen as necessary.
- Assist in cleaning of all utensils and equipment, which relate to resident care.
- Assist in maintenance of hygienic and safe environment for residents, visitors and staff.
- Maintain a clean tidy work area.
- Efficiently use, maintain and take proper care of resident and facility equipment.
- Report maintenance requirements promptly.
- Report all incidents appropriately.
- Maintain harmonious relationships with other staff.
- Maintain privacy and confidentiality of resident, staff and facility information.
- Ensure all duties are carried out in accordance with established policies and procedures of SAAS.

## **2. KEY RESPONSIBILITY AREAS (Cont.'d)**

- Maintain current knowledge and skills to implement and maintain Samarinda's systems, processes, policies and procedures.
- Participate in development, revision and implementation of policies and procedures related to the provision of personal care.
- Participate in and contribute to continuous improvement.
- Participate in audits as required.
- Maintain skills competency as required.
- Contribute to the orientation of new staff to the Facility.
- Lead, work with and mentor students when requested.
- Other duties as required.

## **3. QUALIFICATIONS QUALITIES, SKILLS AND EXPERIENCE**

- Certificate 3 in Aged Care or equivalent is required
- Current unblemished police check
- Basic fluency in written and spoken English
- Basic computer skills
- Knowledge of Aged Care Standards
- Knowledge of the Privacy Act
- An ability to plan work day and work without direct supervision
- A good working knowledge of all aspects of the personal care needs of older people.
- Well developed interpersonal skills
- Ability to gain the confidence and co-operation of residents with various levels of functioning and from a range of backgrounds
- Ability to work as part of the team
- Ability to maintain a courteous and caring manner at all times

## **4. EDUCATION**

Attend compulsory training sessions annually, as follows:

- a. Infection Control
- b. Fire and other emergency procedures
- c. No Lift Policy / Manual Handling
- d. Other as requested
- e. Participate in at least 3 in-service education sessions per year
- f. Attend at least 2 staff meetings per year

## **5. OCCUPATIONAL HEALTH & SAFETY**

To comply with Occupational Health & Safety Policy and procedures

- To report hazards and incidents
- To participate in and support return to work programs

Physical Requirements: Work activity is diverse and includes transferring, lifting, bending. Extended periods of walking, and sitting and standing and computer work are also required.

**6. HOURS**

- Positions in this category may cover the facility 24 hours per day
- Employment may be casual or permanent part time as offered

**7.**  
**8. PERFORMANCE INDICATORS**

**All Staff**

- Leave taken
- Reading and signing meeting minutes and memos
- Comments, complaints and suggestions for improvement forms submitted
- Education and meeting attendance
- Competencies undertaken as required
- Demonstrated knowledge of emergency response
- Demonstrated ability to use facility communication systems

**Role Specific**

- Attends to resident personal care needs adequately (spot audit)
- Accurate and timely recording of scheduled documentation
- Allocation, vocera badges, keys are recorded appropriately each shift

I hereby agree to perform duties as set out in the Position Description for PCA

**Signed by Employee**..... **Date** .....

**Signed by Manager**..... **Date:** .....