Position Description

POSITION TITLE: Assistant in Nursing/ Personal Care Attendant

LOCATION: Working within a Registered Aged Care Facility or Accredited Community Support Service

REPORTING TO: Facility Manager or Clinical Care Coordinator

BASIS OF EMPLOYMENT: As agreed with Facility – Casual, Part-Time or Full-Time

HOURS OF WORK: As agreed with Facility;
- Morning Shift (7am – 3pm)
- Afternoon Shift (3pm – 10pm)
- Night shift (10pm – 7am)

ROLE PURPOSE:
The Personal Care Attendant (PCA) / Assistant in Nursing (AIN) is responsible for the delivery of care and services to residents in all areas of activities of daily living in accordance with the residents' clients identified needs and preferences. The PCA/AIN provides support which considers the residents' clients physical, spiritual, social and cultural needs and which enables residents/clients to maintain their own well being and independence for as long as possible.

Key Responsibility Areas

Maintain the residents/clients activities of daily living in the following areas:
- Personal hygiene, grooming, manicuring and oral hygiene.
- Continence management.
- Communicates with all residents effectively including the maintenance and the fitting of hearing aids and glasses as required.
- Assisting those residents'/clients with challenging behaviours, by participation in the development and implementation of an individually designed management plan.
- The residents'/clients mobility, by assisting with walking, use of wheelchairs and other aids and transfers.
- Supports and assists residents with food and fluids as required.
- Maximises the residents' clients physical function by assisting with rehabilitative treatment such as physiotherapy exercises.
- Assists the nursing staff with treatments as

Performance Measures

- Demonstrated ability to plan and complete tasks.
- Demonstrated knowledge and competency in manual tasks techniques.
- Demonstrate empathy and sensitivity to the needs of the elderly from a variety of ethnic, cultural and religious backgrounds.
- Demonstrate a working knowledge of Standards and Guidelines in Residential Aged Care Services.
- The ability to work co-operatively as part of the care team.
- Demonstrate excellent written and verbal communication skills.
- Have the ability to encourage and assist residents to maximise their independence.
- A demonstrated commitment to holistic care principles.
- Have a working knowledge of the ACFI.
<table>
<thead>
<tr>
<th>Specified</th>
<th>A demonstrated commitment to superior care, organizational values and ethos.</th>
<th>Demonstrated understanding of compulsory reporting requirements.</th>
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</thead>
<tbody>
<tr>
<td>Assists the nursing staff by observing and reporting promptly any changes in the condition or well being of residents.</td>
<td>Demonstrate a commitment to best clinical care practice.</td>
<td>Accurate documentation of resident care issues.</td>
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<tr>
<td>Ensure the residents privacy, dignity and respect are maintained at all times.</td>
<td>Ensure that no residents experiences isolation and loneliness unless determined by choice.</td>
<td>Perform other duties within scope of preparation and as directed.</td>
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<td>Maintain their Domestic arrangements:</td>
<td>A demonstrated commitment to superior care, organizational values and ethos.</td>
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<td>Assist with bed making and tidying work areas in a manner agreed to by the resident and as directed.</td>
<td>Active participation in the workplace health and safety processes.</td>
<td>Accurate documentation.</td>
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<td>Perform other tasks as directed.</td>
<td>Knowledge of emergency procedures.</td>
<td>Demonstrate caring attitude and always treat residents with dignity and respect.</td>
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<td>Knowledge of storage, disposal and handling of chemicals.</td>
<td>Occupational Health and Safety:</td>
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<td>Assist with bed making and tidying work areas in a manner agreed to by the resident and as directed.</td>
<td>Co-operate in the investigation of workplace incidents in accordance with organisational policy.</td>
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<td>Perform other tasks as directed.</td>
<td>Promptly report and document all accidents, injuries and near misses that occur during employment.</td>
<td>Maintain of clean and sanitary living quarters.</td>
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<td>Active Recreation Participation:</td>
<td>Adhere to all organisational policies and procedures.</td>
<td>Maintenance of confidentiality and resident privacy.</td>
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<td>Assists individual resident’s to attend recreational preferences.</td>
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<td>Promptly report and document all hazards, potential hazards or unsafe actions.</td>
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- Follow Organisational Occupational Health and Safety policy.
- Avoid engaging in any unsafe work practices and avoid distracting others in the performance or carriage of their duties.
- Monitor work activities to ensure all safety rules are followed.
- Comply and wear protective equipment in line with standard precautions and organisational Policy and procedures.
- Report and document all hazards or potential hazards.
- Attend mandatory education in relation to Workplace / Occupational Health and Safety.

**Education:**
Update and maintain skills by:
- Attending workplace in service lectures / programs, seminars / conferences.
- Participation in workplace staff meetings.
- Mandatory attendance at the following workplace events on an annual basis or as required:
  - Chemical Handling
  - Customer Service/Continuous Improvement
  - Fire and Emergency Safety
  - Safe Food Handling (if applicable to role)
  - Infection Control and Hand Washing Competency
  - Manual Handling and Manual Handling Competency
  - Compulsory Reporting of Abuse
- Participate in the Continuous Quality Improvement Program.
- Maintain currency of competency in safe handling of medications and other competencies.

- Up to date with attendance of mandatory training requirements.
- Attendance at other training which develops skills and knowledge of the Aged Care environment.
- Active participation in continuous improvement.

**ATTRIBUTES ESSENTIAL FOR THE ROLE**
- Outstanding written and verbal communication skills
- Computer literacy

**ATTRIBUTES ADVANTAGEOUS TO THE ROLE**
- Certificate III/IV in Aged Care
- Previous experience in a similar role – desirable but not essential
- A current, satisfactory police certificate