



## POSITION DESCRIPTION

<b>Position:</b>	Health Care Worker Residential Services
<b>Reports To:</b>	Nurse Unit Manager Moyneyana
<b>Department:</b>	Care Services
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2020-2024.
<b>Minimum Qualifications:</b>	Certificate III or IV Age Care/Home and Community Care Registered Training Organisation approved Medication module.
<b>Key Selection Criteria (Essential):</b>	<ul style="list-style-type: none"><li>• Experience in providing care, to frail aged people.</li><li>• Ability to identify and problem solve, effectively.</li><li>• Understanding of the Aged Care Quality Standards</li><li>• Ability to work as part of a team.</li><li>• Well-developed communication skills</li></ul>
<b>Desirable Selection Criteria:</b>	<ul style="list-style-type: none"><li>• Established digital literacy skills.</li><li>• Understanding of documentation requirements and ability to complete residential documentation requirements.</li></ul>
<b>Date:</b>	March 2024

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## ORGANISATIONAL PURPOSE AND VALUES

### Our Purpose

Best Care - Every person, every time

### Our Values (C.A.R.E.)



**Collaboration**

*More we, Less me*



**Accountability**

*Own it. Do It.*



**Respect**

*Everyone matters*



**Excellence**

*Better, best, brilliant*



## POSITION DESCRIPTION

### PRIMARY OBJECTIVES

The primary objective of the role is to provide the best care to the resident/participant. The Health Care Worker role is a part of a wide care team, to ensure the care delivered is individualised to each resident/participant reference and assists the resident/participant living the life they choose.

### DUTIES AND RESPONSIBILITIES

#### LEADERSHIP AND GOVERNANCE

- Work within the philosophy and objectives of Moyne Health Services ensuring that the Purpose and Values of Moyne Health Services is understood and practiced.
- Demonstrate accountability and integrity by being accountable for outcomes contributing to the reputation and success of the organisation.
- Ensure resident/participants needs are meet professional, organisational, and legal standards, with regard to the Aged Care Act encompassing Residents Rights and the philosophy of Person-Centred Care
- Liaise with the Registered Nurse regarding care planning ensuring that appropriate, referrals to other Allied Health Professionals to support care needs of the individual.

#### QUALITY IMPROVEMENT, SAFETY & RISK MANAGEMENT

- Ensure care of resident/participants meets professional, organisational, legal standards with regard to relevant regulatory compliance requirements, ethical and cultural desires.
- Understand and implement the principles of the Aged Care Quality Standards
- Support and involve resident/participants in developing independent living skills, in daily tasks and routines.
- Plan, co-ordinate and implement agreed care plans with resident/participants, their carers and other care staff, ensuring accurate documentation is available for other clinicians to evaluate progress.
- Monitor resident/participants health and well-being, document and report any problems or concerns to the appropriate authority or professional care provider.
- Support and participate in organisational continuous improvement activities.
- Adhere to MHS policies and procedures.
- Facilitate the development and management of safe working practices and a safe environment, including No Lift practices.
- Ensure that infection control guidelines are followed by all members of staff, resident/participants, and families as well as visitors.
- Ensure care is provided in a timely manner at the request of the resident/participants, that does not compromise the dignity or integrity of the resident/participant.
- Be responsible for all aspects of direct care, as delegated by the Registered Nurse. Undertake all activities in relation to resident/participant care and other assigned duties.
- Administer prescribed medications, in line with appropriate competency and scope of practice, under the direction and delegation of the Registered Nurse, taking responsibility and accountability for their actions.



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### DEVELOPING OUR PEOPLE

- Participate in the annual Support and Growth Plan process.
- Attend/ complete annual mandatory training session prior to the due date.
- Accept responsibility for continual self-development of clinical skills, competencies and knowledge of clinical issues and practices, attending to GROW competencies; to achieve best practice.
- Liaise with other care staff on day-to-day care management.
- Liaise with the Clinical Support Nurse to ensure participation in the planned program for staff education and training is in accordance with resident/participants expectation, needs and wants.
- Contribute to the teaching and supervision of students and provide a safe and supportive setting to mentor students in a learning environment.

### EFFECTIVE RELATIONSHIPS

- Communicate effectively and professionally with resident/participants, their families, visitors, and staff at all levels, to ensure individual care plans are monitored & reflect changing care needs and wants of the resident/participant.
- Treat all resident/participants with respect and equity, whilst being responsive to their needs.
- Build effective partnerships with external and internal stakeholders' groups.
- Participate and contribute to team meetings as appropriate.
- Promote harmony by acknowledging the needs of peers.
- Promote an integrated approach to care with other staff.
- Recognise own abilities and level of competence – and practice within those limitations.
- Liaise with the Registered Nurse on day-to-day activities.

### FINANCIAL SUSTAINABILITY

- Ensure material resources are utilised in a cost-effective way.
- Take leave as per policy to assist with financial sustainability of MHS.
- Ensure all documentation requirements for funding are met, in a timely and accurate manner.

### FACILITIES EQUIPMENT & TECHNOLOGY

- Respect and appropriately care for the organisation's property & equipment.
- Ensure that the equipment and environment support safe practice for the benefit of clients and staff.
- Maintain competency and proficiency in the use of equipment.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Directly accountable to the Registered Nurse or team leader in Charge of the shift, for the management of direct resident/participant care and to ensure work is completed using safe work practices in accordance with the Occupational Health and Safety Act and Agreements
- This also entails working within their own scope of practice and clinical skills.

**POSITION DESCRIPTION****JUDGEMENT AND DECISION MAKING**

- Maintain regular contact with the Registered Nurse, Team Leader or Nurse Unit Manager, and report on any changes in residents/participants condition or well-being.
- The incumbent is required to ensure work is done using safe work practices in accordance with the Occupational Health and Safety Act and Agreements. This entails the reporting of unsafe conditions or equipment/appliances in the residence and to take immediate appropriate action in an emergency situation.
- The Health Care Worker must not carry out tasks without the necessary skills or competence.

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. Duties and responsibilities may be reviewed according to service requirements.

Position Requirements	
A satisfactory National Disability Insurance Scheme Worker Screening Check (NDIS Check) must be provided prior to commencement at MHS.	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Required
Valid Trade Licence	Not Required
Satisfactory Working with Children Check	Preferred
Undertake Pre-Employment Check as per MHS policy (This is mandatory prior to commencement and when required during employment)	Required
Typical Work Schedule	
Incumbent is expected to work across all shifts within a 24hr/7day week roster. Rosters will be posted in accordance with the relevant EBA	

**JOB DEMANDS CHECKLIST**

Moyne Health Services endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions		
<b>I</b>	<b>= Infrequent</b>	Activity may be required very infrequently
<b>O</b>	<b>= Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F</b>	<b>= Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C</b>	<b>= Constant</b>	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods



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N/A	= Not Applicable	Activity not performed
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Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks	✓				
Standing	Remain standing to perform tasks				✓	
Walking	Periods of walking required to perform tasks				✓	
Bending	Forward bending from waist to perform tasks				✓	
Kneeling	Remaining in a kneeling position to perform tasks			✓		
Lifting/Carrying	Light lifting and carrying			✓		
	Moderate lifting and carrying			✓		
	Assisted lifting (mechanical, equipment, person assist)			✓		
Working at Heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing / Pulling	Moving objects, e.g., Trolleys, beds, wheelchairs, and floor cleaning equipment			✓		
Reaching	Arms fully extended forward or raised above shoulder	✓				
Crouching	Adopting a crouching posture to perform tasks			✓		
Foot Movement	Use of leg and/or foot to operate machinery	✓				
Head Postures	Holding head in a position other than neutral (facing forward)	✓				
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands, and arms e.g., computer keyboarding			✓		
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands			✓		
Driving		✓				
	Operating a motor-powered vehicle e.g., use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus, etc.	✓				
<b>Psychosocial Demands</b>						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g., emergency or grief situations		✓			
Aggressive / Unpredictable People	Raised voices, yelling, swearing, and arguing e.g., drug/alcohol, dementia, mental illness		✓			
Exposure to Distressing Situations	E.g., Child abuse, delivering bad news, viewing extreme injuries, viewing deceased		✓			

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Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures	✓				
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					✓
Noise	Environmental/background noise necessitates people raising their voice to be heard	✓				
Biological Hazards	E.g., Exposure to body fluids, bacteria, infection diseases requiring PPE			✓		
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials		✓			
Radiation	Working with radiologic equipment					✓

I acknowledge that I have received a copy of this position description, I have read and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the Job demands checklist, understand its content, and agree to work in accordance with the requirements of this position.

APPROVALS	Name	Signature	Date
Department Head:			
Employee:			

Approval of Current Version				
	Name	Position	Signature	Date
<b>Author/Reviewer:</b>	Ingrid Wynd	GMCS	<i>I Wynd</i>	18/03/2024
<b>Consulted:</b>				
<b>Approved by:</b>	Ingrid Wynd	GMCS	<i>I Wynd</i>	18/03/2024
<b>Committee:</b>				
<b>Changes made in this version</b>	Review prior to recruitment campaign – inclusion of participant			
<b>Education</b>	-			
<b>Define Risk Rating</b>	LOW			