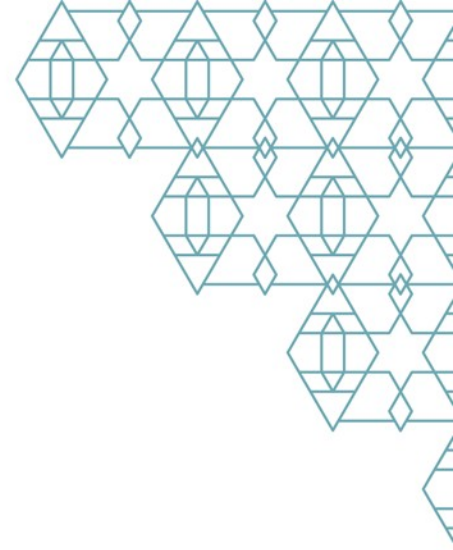




Emmy Monash
Aged Care



Personal Care Assistants

- **Community based not-for-profit aged care provider**
- **Modern facilities based in Caulfield North**
- **Great team environment and culture**
- **Variety of day, evening & nights available**

About Emmy Monash

Emmy Monash is a market leader in aged care services delivering award winning programs, linking with prominent industry partners, offering outstanding facilities and holistic approach to care of seniors in the Jewish community of Victoria. At Emmy Monash we are committed to enriching the lives and wellbeing of our residents. This is achieved by a dedicated team of staff, community partners and volunteers who work together as a team to deliver quality care and services.

Key Selection Criteria

- Certificate 3 in Aged Care or equivalent
- Demonstrates a committed approach to aged care and resident welfare
- Has a knowledge of, and an understanding of the Emmy Monash Home Nursing Philosophy
- Has an understanding of problem solving strategies, proper use of equipment and how to work effectively as a team member
- Knowledge of government requirements in relation to standards of care and documentation
- Attends training as requested and demonstrates a committed approach to professional development
- Resident Focused with demonstrated ability to promote self-care and independence in residents
- Demonstrates understanding of the meaning of 'Ageing in Place', and sensitivity to the cultural diversity, religious needs and life experiences of older Jewish people
- Self-motivated and self-directed
- Good interpersonal and customer service skills
- Computer literate including proficiency in iCare, internet

Benefits and Culture

This is a wonderful opportunity to make a difference in an innovative and supportive community based organisation committed to the provision of quality and innovative services to our residents and the community. Centrally located in newly designed facilities, you will enjoy working with a talented and passionate team of staff, employed from diverse cultural backgrounds. At Emmy we are committed to the professional development of our staff and provide training and education to ensure we can deliver the highest standard of care to our residents and to provide an

Emmy Monash Aged Care Inc. ABN 64 022 404 782

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Emmy Monash
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understanding of the Jewish culture, traditions and ethos. We offer a competitive salary, flexibility and the opportunity to maximize your income with salary packaging.

How to Apply

To apply send your letter of application (which addresses the Selection Criteria) and CV via email to careers@emmymonash.asn.au. Telephone enquiries can be directed to Kerri Stuart, HR Manager on 8508 9300.

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

| | |
|----------------------------|---|
| Title | Personal Care Assistant |
| Functional Area | Clinical Service Area |
| Reports to | EEN/Team Leader, Nurse in Charge |
| Employment Status | Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual <input type="checkbox"/> |
| Terms of Employment | Emmy Monash Health & Allied Services Agreement |
| Hours of Duty | As required and rostered |

2. POSITION OBJECTIVE

The Personal Care Assistant practices with and under the direction and supervision of the Registered Nurse Division 1 and the Enrolled Nurse/ Team Leader, and contributes to the delivery of holistic care to residents.

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

| | |
|-------------------------|--|
| Communication | Effectively communicates with residents in his/her care, residents' family members, members of their team and staff in general |
| Team work | Works as a team-member within the nursing service area |
| Customer Service | Meets resident needs and wants on an ongoing basis in relation to nursing care |
| Self Management | Personal Care Assistant: <ul style="list-style-type: none"> • retains responsibility for their personal actions whilst remaining accountable to the Registered Nurse Division 1 and the Enrolled Nurse/Team Leader for all delegated functions, and incorporating them into all aspects of practice, including: |

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| | <ul style="list-style-type: none"> • Follows Standards and Guidelines for Residential Aged Care Services and Emmy Monash policies and procedures accessible electronically • Maintains and updates knowledge base to ensure safe practice and effective performance in the workplace. • Demonstrates a positive attitude to the agreed role and responsibilities of the position. |
| Planning and organising | <p>Understands and protects the rights and needs of the residents.</p> <p>Understands and integrates the values and philosophy of the organization into work practices.</p> |
| Problem Solving | Facilitates the prompt and effective resolution of Complaints/Opportunity for Improvement related to the Nursing Service Area. |
| Continuous Improvement | Follows and facilitates the implementation of updated organisational and nursing Service policies and procedures. |
| Equipment | Able to utilize all equipment used in the nursing service area |
| Personal Care and Hygiene | <p>Contributes to the physical, emotional and lifestyle needs and wants of the residents, through assessment and observation.</p> <p>Fulfills the role of team member as directed by the RN Div 1 and Enrolled Nurse/ Team Leader, as per procedure.</p> <p>Contributes to team meetings, including information regarding the residents involvement in leisure activities</p> <p>Reports changes to the responsible Registered Nurse Division 1 or Enrolled Nurse/Team Leader</p> <p>Implements clinical interventions as delegated by the Registered Nurse Division 1 or Enrolled Nurse/Team Leader, and as documented in the resident's plan of care.</p> <p>Assists the residents with their personal care and hygiene needs whilst encouraging their independence. These duties include:</p> <ul style="list-style-type: none"> • Showering, dressing, grooming, care of clothing & tidying room • Toileting & mobility • Assistance with meals, morning/afternoon tea and supper • Assist to leisure activities, including those of the Supported Activity Program • Documents and reports by exception in the progress notes, including the evaluation of interventions. • Plans and organises work practices with consideration to the residents' preferences and service activities and plans. • Administration of medication as per medication competency |
| Job Duties | Mental Requirements |

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The duties include a variety of situations where stress may be involved, such as, dealing with residents who are cognitively and physically impaired and dealing with residents who suffer from post-traumatic stress and the like.

Physical Requirements

Duties include the following tasks:

Bending, lifting, twisting and turning, requiring the use of the neck, back, shoulders, arms, wrists, hands, hips, legs and knees. Kneeling and crawling may also be required with some tasks.

4. KEY PERFORMANCE OBJECTIVES

Key Selection Criteria

- Demonstrates a committed approach to aged care
- Has a knowledge of, and an understanding of the Emmy Monash Home Nursing Philosophy
- Has an understanding of problem solving strategies, proper use of equipment and how to work effectively as a team member
- Knowledge of government requirements in relation to standards of care and documentation
- Proven ability to promote self-care and independence in residents
- Demonstrates understanding of the meaning of 'Ageing in Place', and sensitivity to the cultural diversity, religious needs and life experiences of older Jewish people

Key Performance Indicator

- Implementing interventions as per residents' care plans.
- Timely and accurate reporting of resident needs, wants and changes in condition.
- Participation in the formulation of new procedures and review of existing procedures relating to their work practices.
- Active contribution to achieving team objectives.
- Reporting of issues relating to resident and staff safety.
- Active participation in identifying and solving problems relating to areas of responsibility.
- Practice reflects organisational and service policies and procedures.
- Maintenance of resident confidentiality.

Appraisal: Within 3 months, then on an on-going basis, with a formal annual system of performance appraisal based on key performance indicators and performance objectives.

5. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Qualifications, Knowledge, Skills & Experience - Desirable:

- Experience in aged care
- Current first aid certificate.
- Ability to communicate in Yiddish, Polish or German..

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Knowledge, Skills & Experience (Essential):-

- Certificate 111 in Aged Care.
- Resident focused with a commitment to aged care
- Good interpersonal and customer service skills
- Computer literacy

6. OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read, understood and accept the above position description

Employee's Name:

Direct Manager's Name:

Signature:

Signature:

Date:

Date:

| | |
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