



Riverview
Lutheran Rest Home Inc

Job and Person Specification

Personal Care Attendant

July 2020

Organisational Overview:

Riverview Lutheran Rest Home Inc. is a Not-for-Profit 60 Bed Residential Aged Care Facility comprising of 40 Aged Care beds and a purpose built 20 bed specialised Memory Support Unit. 12 Independent Living Units and 13 Serviced Apartments are also located on-site. Riverview's Mission is to provide care, services, and accommodation to enrich the lives of older people, and strengthen the Riverland community. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

JOB & PERSON SPECIFICATION

POSITION:	PERSONAL CARE ATTENDANT
TYPE OF EMPLOYMENT:	AS PER CONTRACT OF EMPLOYMENT
REPORTS TO:	DIRECTOR OF NURSING CHIEF EXECUTIVE OFFICER
RESPONSIBLE FOR SUPERVISING:	N/A

Position Overview:

The Personal Care Attendant (PCA) is a team member that works under the supervision of the Registered/Enrolled Nurse, and provide care that is personalised to suit each resident's own needs, goals and preferences, in line with the Aged Care Quality Standards and the values, policies and procedures of Riverview

Qualifications and Requirements:

Essential

- Certificate III Individual Support (Aged Care)
- Holds and maintains a satisfactory Police check no more than 3 years' old

Desirable

- Certificate IV in Aged Care
- Previous experience in aged care setting

Key Job Responsibilities:

- Assists the Registered Nurse to identify residents needs goals and preferences
- Plans care based on the resident's care plan and instructions from the Registered Nurse/Enrolled Nurse
- Validates the care with the resident
- Attends to the resident in line with their needs, goals and preferences
- Plans care considering priorities, deadlines, actions and outcomes
- Ensures a physical and psychological environment which promotes safety, security and optimal health
- Implements the resident's care as documented on the resident care plan
- Reports any changes in the resident's condition or needs to the Registered Nurse or Enrolled Nurse
- Documents care given at point of care using mobile device
- Act to enhance the dignity and integrity of individuals
- Comply with the policies and procedures of the organisation at all times
- Able to accept responsibility for actions
- Maintain up-to-date knowledge on the Mission, Vision and Values of the organisation
- Work with the team to ensure staff routines and rosters are flexible and meet resident's needs

Essential Ongoing Responsibilities:

- Able to work effectively with others to achieve the necessary outcomes
- Able to ensure effective and economic use of resources
- Demonstrate a clear understanding of manual handling, OHS&W and infection control
- Maintain up-to-date knowledge and skills to enable care delivery of a high standard
- Participate in all mandatory staff training
- Complies with safe work practices and takes reasonable steps to ensure own safety and that of other employees, residents and visitors
- Removes or takes appropriate action by informing the Registered Nurse when identifying a hazard in the workplace
- Cleans up spills promptly
- Displays signs supplied to alert others to danger areas
- Works in a safe manner and adheres to the manual handling procedures as documented for individual residents
- Reports any hazards within the work area to the RN on duty, removes and takes appropriate action and completes Hazard report
- Ensure hazardous substances are used wisely and stored securely
- Log maintenance tasks when necessary
- Report promptly to the RN any work-related injury suffered and complete an incident report
- Ensures all call bells and sensor mats are working and that the resident has access to them
- Present a positive image of the organisation to the public at all times
- Operate within the Riverview Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect
- Be familiar with and conform to the requirements of Local, State and Commonwealth Health Acts
- Works in accordance with and complies to the Occupational Health Safety and Welfare Act 1986
- Know and operate within the quality assurance and occupational health, safety and welfare practices of the organisation
- Act in accordance with the Aged Care Quality Standards

Essential Person Specification Criteria:

- Interacts with others in a friendly manner
- Maintains a positive attitude at all times
- Works in an efficient, effective yet caring way
- Team Player with ability to work well under direction, whilst also able to operate with minimal supervision
- Treats all other persons with dignity and respect
- Able to establish a good rapport with residents, families and other staff
- Displays a respectful and considerate attitude at all times
- Maintains a good appearance and grooming in line with Riverview policy at all times
- Acts as a role model to all new staff



Acknowledgement

I, _____ acknowledge that I have read and understood the requirements of my position and have been given a copy.

SIGNED: _____
 Employee's Signature
 Date: ____/____/____

 Manager's Signature
 Date: ____/____/____