

CARER – JOB DESCRIPTION

POSITION IDENTIFICATION

POSITION TITLE:	Carer
CLASSIFICATION:	Nursing Assistant
LOCATION:	Narrogin Cottage Homes 50 Felspar Street NARROGIN WA 6312
ENQUIRIES CONTACT:	Care Manager
DATE FOR REVIEW:	30 December 2021

PURPOSE OF THE POSITION

- To provide care support to the residents' of Karinya Residential Care facility in accordance with the directions of senior staff, relevant Duty Statement and the mission, vision and values of Narrogin Cottage Homes (NCH).
- To act in a professional manner at all times.
- To maintain and contribute to an environment of continuous improvement.

ORGANISATIONAL REPORTING RELATIONSHIPS

REPORTS TO: **Care Manager and Senior Staff**

Accountability

- The Carer works under the direction of the Registered Nurse and/or Care Manager.
- To ensure at all times that all care services provided to residents within the facility are carried out in a manner that supports their health, wellbeing and safety.
- To always operate within the policies and procedures of Narrogin Cottage Homes (NCH).
- To act in a professional manner at all times.
- To maintain and contribute to an environment of continuous improvement

KEY RESPONSIBILITIES

- To perform care services in accordance with the policies and procedures of NCH and as directed by Senior Staff.
- To provide support to all residents within the care facility in accordance with best practice including:
 - Provision of support for activities of daily living.
 - Distribution of medications within competency guidelines.
 - Nutritional support including assistance with feeding.
 - Social support including advocacy for cultural sensitivity, religious freedom and sexual expression in a non-judgmental manner.

CARER – JOB DESCRIPTION

- Assists senior staff in collecting assessment information on each resident to contribute to their Care Plan and overall health and medical needs.
- Demonstrated commitment to personal development including own performance, quality improvement, attendance at mandatory training provided by the facility, O H & S and infection control.
- Be actively involved in continuous improvement by:
 - Participating in the processes of continuous improvement including auditing and surveys.
 - Maintaining a safe work environment, including identifying and reporting potential hazards.

PRIVACY AND CONFIDENTIALITY

Responsible for:

- Applying the principles of privacy and confidentiality to all activities carried out within NCH as per its relative legislation and the policies of the organisation.

SELECTION CRITERIA

Essential

- Demonstrated personal values of Empathy with the Aged, Integrity, Justice, Respect, Compassion and Excellence to elderly people particularly those with dementia.
- Demonstrated understanding of:
 - The aging process
 - The ability to work co-operatively in a team environment
 - Time management skills
- National Police Clearance (unencumbered).
- Computer literacy – IT knowledge of operation of iPad for medication software.
- Good written and verbal communication skills
- Ability to work successfully when unsupervised.
- Excellent personal standards of presentation and personal hygiene.
- Ability to establish rapport with service users and co-workers.
- Current 'C' Class Drivers' License (or similar)

Desirable

- Demonstrated experience in an aged care environment either residential or community.
- Certificate III in Aged Care or similar.
- Knowledge of accreditation standards.
- Understanding of and experience working with dementia.
- Previous experience with clinical software programs eg. 'iCare'.
- Skills linked to other support roles within an aged care environment eg. OTA, PTA.