

COOLAMON SHIRE COUNCIL POSITION DESCRIPTION

Position:	CARE SERVICES EMPLOYEE
Status:	Permanent Full Time
Hours:	38 Hours per week
Reports to:	Registered Nurse – Clinical Oversight
Directorate:	Corporate and Community Services
Supervises:	Nil
Award/Grade:	Care Service Employee – Grade 2 Local Government, Aged, Disability and Home Care (State) Award
Relationships:	Executive Managers; other Council staff; commercial, industrial and development professionals and contractors; and members of the public.

Position Summary

To work with the Aged Care Services Manager, Team leader/s, Registered Nurse/s and other Care Service Employees to provide the highest level quality of care to the clients of Allawah Lodge.

Key Responsibilities

- Provide care to each individual resident as per their care plan.
- Provide supervision or physical assistance to residents with personal care. This includes prompt answering of nurse call system; providing assistance with showering, toileting, dressing and undressing, application of moisturisers to the body, application of compression garments, prompting or physically feeding residents, administering treatments as ordered by health professionals and as documented in the care plan.
- Prompt or physically assist residents with personal grooming; cleaning teeth/dentures, brushing hair, applying make-up, shaving males and females and filing nails as documented in care plan.
- Assist and support residents with medication, utilising dose administration aids. Administration of medications as per the Medication administration guidelines.
- Collection of urine or faecal specimens as required.
- Attend to routine urinalysis, blood pressure, temperature and pulse checks, blood sugar level checks and oxygen saturation.
- Assist and support residents with oxygen therapy and nebuliser equipment.
- Assist and support diabetic residents with management of their insulin and diet, recognising signs of hypo and hyper- glycaemia.
- Undertake simple wound dressings and complete documentation as required.
- Implement continence programs as identified by care plans, including stoma and catheter care.
- Perform pressure area care.
- Provide palliative care while being respectful of the resident and/or their family's wishes.
- Use appropriate strategies to care for residents; with dementia, physically and verbally aggressive behaviours, cognitive and sensory deficits, anxiety and depressive symptoms, sexually inappropriate behaviours and other behaviours which impact on health and wellbeing.
- Recognise, report and respond appropriately to changes in the condition of residents within your skills and competence and the policies and procedures of the organisation e.g. not

eating or drinking, unusual urination, bowel irregularities, changes in attitude/behaviour or cognition, temperature, respiration rate etc.

Other Duties

- Ensuring that appropriate means are used to enable the resident to understand and be understood.
- Attend compulsory staff meetings and in-service sessions.
- Complete relevant documentation in relation to duties performed and records of attendance.
- Assist in development and implementation of resident care plans.
- Assist in the development and implementation of activities programming for residents, under the supervision and guidance of the Activities Officer.
- Participating in assigned quality assurance activities.
- Complete required documentation in a timely manner.
- Perform general housekeeping duties to ensure infection control. These include; making beds and changing, if soiled.
- Follow infection control procedures to ensure resident's rooms are free of soiled linen, clothes and continence aids.
- Assist with basic meal preparation and serving, setting up tables and clearing away of meals.

Position Criteria

Essential Qualifications, Licences and Experience

1. Completion of Certificate III in Aged Care or willingness to obtain within the first six months of employment.
2. Class C Drivers licence – Not essential, however due to limited public transport options may be an advantage.
3. Current First Aid Certificate or willingness to obtain within the first three months of employment.
4. COVID19 Vaccination and Influenza Vaccination certificate/s or medical exemption.
5. Initial and ongoing National Police Clearance (Essential).
6. Not be listed on Aged Care Banning Order register (Essential).

Experience, Skills & Knowledge

7. Previous Aged Care Experience highly regarded.
8. Numeracy and literacy skills to a standard usually associated with Year 10.
9. Communication skills necessary to liaise with other staff, relatives, Social Workers, Community Organisations, Medical Officers, Paramedics and other outside agencies etc.
10. Ability and willingness to complete the full range of shifts on the roster, including nightshifts and weekend work.
11. Knowledge of aged care issues and policy directions.

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence and training as per Clause 33 of the Local Government, Aged, Disability and Home Care (State) Award.

Organisational Responsibilities

Code of Conduct

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion

Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel, and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety

Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____