

POSITION DESCRIPTION	PERSONAL CARE WORKER		PD No:
PURPOSE	Personal Care Worker contributes to the health and well being of residents, providing competent personal care		
KEY SELECTION CRITERIA	<p>Essential:</p> <ol style="list-style-type: none"> 1. Minimum Certificate III in Aged Care. 2. Current first aid certificate 3. Experience in similar role 4. Annual CPR competency <p>Desirable:</p> <ol style="list-style-type: none"> 1. Residential aged care experience 2. Basic Food Handling Certificate 3. Certificate IV in Aged Care 		
REPORTS TO	<ul style="list-style-type: none"> • Care Coordinator 		
KEY ROLES	<ul style="list-style-type: none"> • Provides personal care to assist residents to maintain independence and dignity related to activities of daily living and lifestyle according to individual care plan. • Administers medication safely according to RN D1, 3, 4 delegation and Karingal's policies and procedures. 		
CONDITIONS OF EMPLOYMENT	<ul style="list-style-type: none"> • According to the Aged Care Award 2014, Karingal Seymour Enterprise Agreement and Contract of Employment 		
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Walk / Stand 50 % of the time • Sit for documentation 20% of the time • Bend, squat up to 20% of the time • Lift and move residents using mechanical devices and chairs with wheels 30% of the time • Pushing trolleys and equipment 5% of the time 		
PERFORMANCE APPRAISAL	At 3 months, then annually by DON / Facility Manager or delegate, as requested by organisation or staff member.		
Key Result Area	Performance Criteria	Monitoring Process/es	
PROFESSIONAL CONDUCT	<ol style="list-style-type: none"> 1. Utilises effective time management to promote efficiency across all operations. 2. Demonstrates a high standard of personal appearance and conduct, using respectful language and manner toward residents, visitors and other staff. 3. Strict confidentiality is maintained in accordance with Karingal's Policies & procedures. 4. Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks. 	<ul style="list-style-type: none"> • Improvement Form System • Meeting records 	

POSITION DESCRIPTION	PERSONAL CARE WORKER		PD No:
SAFETY	<ol style="list-style-type: none"> 1. Participates in the risk management program and contributes to a healthy & safe work environment. 2. Reports immediately any equipment or situation with potential to be a OHS issue. 3. Participates in problem solving processes to resolve health and safety issues. 4. Reports immediately any suspected elder abuse according to policies and procedures. 	<ul style="list-style-type: none"> • Meeting records • Incident Reporting Process 	
QUALITY IMPROVEMENT	<ol style="list-style-type: none"> 1. Provides competent service in accordance with Karingal's Policies and Procedures, and legislative requirements relevant to role. 2. Contributes to promoting quality improvement, e.g. by recording suggestions onto MANAD, attending meetings & ongoing education, reviewing procedures, evaluating new products and equipment. 	<ul style="list-style-type: none"> • CQI System • Meeting Minutes • Records and reports 	
KNOWLEDGE & SKILLS	<ol style="list-style-type: none"> 1. Maintains own knowledge and skills through attending in-service and continuing education, mandatory training, staff meetings, reading staff bulletins & emails. 2. Training objectives completed to ensure ongoing skills & knowledge development. 3. Membership / subscription to professional association, network or peer association. 	<ul style="list-style-type: none"> • Annual Performance Appraisal • Records & reports 	
RESIDENT CARE	<ol style="list-style-type: none"> 1. Provides personal care to assist residents to maintain independence and dignity related to activities of daily living and lifestyle according to their individual care plan. 2. Records observations using Karingal's system & processes. Exceptions to the care plan are verbally communicated to the Care Coordinator and documented. 3. Administers medication safely according to Karingal's policies and procedures and accurately records medication administration. 4. Contributes to catering services provided to residents through allocated activities. 5. Contributes to cleaning and laundry services provided to residents through allocated activities. 	<ul style="list-style-type: none"> • CQI system • Meeting minutes • Records & reports 	