

General Information

Position Designation:	Personal Care Worker
Qualifications:	Certificate III in Aged Care or Certificate III in Home and Community Care
Responsible to:	Care Manager
Remuneration:	Commensurate with education, experience and skill level

Purpose of Position

The Personal Care Worker assists in the provision of holistic client focused and consumer directed care in accordance with an established care plan. The Personal Care Worker provides for the personal needs and comfort of clients in their own home.

Essential Functions

- Adheres to the organisations policies and procedures.
- Performs personal care activities contained in the written client care plan to assist the client with their activities of daily living. The Personal Care Worker performs the assigned tasks as instructed by the Registered Nurse in the Client Care Plan. These activities include but are not limited to personal hygiene, toileting, nutrition, and mobility.
- Actively participates in identifying client care needs, implementing and evaluating the needs of the client in their Home in conjunction with the Registered Nurse.
- Cares for client in an organized manner in their own home, prioritizing their care needs
- Enhances the integrity of clients by respecting their personal values, beliefs, and customs and protecting their rights.
- Collaborates with other members of the client's care team in the delivery of effective, holistic and client focused care.
- Communicates effectively with client's and significant others, and other team members using a variety of techniques (written, oral, non-verbal), which ensures confidentiality of client information.
- Actively follows the organisations policies, procedures and mission and uses a range of competencies and knowledge that are applicable to the role of the Personal Care Worker. These include various nursing actions (which are taught by a RN for a specific client such as:
 - Assisting in changing ostomy appliances
 - Reinforcement of non-sterile dressings
 - Assisting with mobility aids (walking stick, rollator, 4-wheel walkers, wheel chairs, hoists, walk belts and slide sheets)
 - Assisting with prescribed Range of Motion exercises

 - Measuring and preparing diets
 - Measuring intake and output
 - Taking vital signs to report to RN with automated device (may not interpret)
 - Application of urodomes (External urine collection bags)
 - Assist with the application of slings and compression stockings
- Participates in mandatory education, In-services, and Continuous Quality Improvement program, which provide a focus on client satisfaction with the care and provision of a safe environment for the client in their own home. Adhering to Work Health and Safety and Infection Control policies.
- Participates in own performance appraisal to self-assess and identify goals for further development and achievement.

- Maintains up-to-date knowledge and skills by pursuing continuous professional development according to individual identified needs.
- The Personal Care Worker performs light housekeeping tasks that will facilitate the client's self-care at home. These tasks include but are not limited to:
 - Vacuuming
 - Dusting
 - Sweeping and mopping floors
 - Doing dishes
 - Laundry
 - Cleaning bathrooms
- The Personal Care Worker is responsible for the documentation of service provided, using the I-Care telephony system and the client care record.
- The Personal Care Worker will refer all questions or reports of client concerns or changes in condition immediately to the Registered Nurse On-Call. Personal Care Workers are not to contact medical practitioners directly.

The Personal Care Worker will not perform any of the following:

- Sterile dressing changes
- Irrigations of body cavities, enemas, colostomy or wound
- Nail care of a client with diabetes or compromised circulation
- Toenail care
- Administration of medications (oral medications, eye drops, or medicated skin ointments).
- Administration of parenteral or IV medications
- Application of Heat by any method
- Nasogastric or PEG feeds
- Suctioning
- Tracheostomy care
- Heavy duty household cleaning (washing walls, waxing floors, windows), household repairs or maintenance, yard care.
- **Any personal health intervention that has not been included in the client care plan & task sheet.**

Educational Qualifications

- Certificate III in Aged Care or Certificate III in Home and Community Care, Enrolled nursing students
- Current Basic Life Support (CPR) and First Aid Certificate must be maintained

Experience

- Six months experience as a Personal Care Worker in health care (Aged Care, Residential Aged Care or In-Home and community care)
- Has experience and desire to gain experience in Aged Care and In-Home care

Skills, Knowledge and Abilities

- Sound literacy and numeracy skills
- Meets basic competency level required to meet the needs of the older person in their home environment.

- Fulfills the obligations of the role of the Personal Care Attendant to work within the guidelines and Code of Conduct for Nurses and to observe the Community Care Common Standards and Charter of Rights and Responsibilities for Home Care.
- Establishes and maintains effective communication and relationships
- Works harmoniously as a pivotal member of the care team
- Updates knowledge and skills by pursuing continuing education.

Key Selection Criteria

- Federal Police Clearance Certificate
- Driver's License and comprehensively insured private vehicle
- Certificate III Qualification in Aged Care or Home and Community Care
- Demonstrated understanding of the needs of the older person in the Home Care Environment and the ways in which these needs can be met.
- Demonstrated understanding of the roles and relationships between the Care Manager, Registered Nurses, Enrolled Nurses and Personal Care Workers as valued members of the care team.
- Demonstrated ability to assist in the provision of holistic individual, client focused care using a systematic approach.
- Demonstrated ability to communicate effectively with clients, significant others and other members of the Right at Home care team.
- Demonstrated ability to maintain and promote the safety of clients and self in the work environment including a knowledge of emergency procedures, Work Health and Safety and Infection Control.
- Demonstrated knowledge of the Legislation applicable to the role of a Personal Care Worker in the Home Care Environment.

Name: _____

Signature: _____

Date: _____