

POSITION DESCRIPTION

- 1. POSITION TITLE:** Personal Care Assistant (PCA)
- 2. AWARD:** SCHADS Award 2010
- 3. LOCATION:**
- Centre- based PCAs**
149 Emerald-Monbulk Road 1 Main Street,
Emerald VIC 3782 Pakenham VIC 3801
- In-home Care PCAs**
Clients' homes
- 4. HOURS:** Variable
- 5. REPORTS TO:** Nurse
- 6. SUPERVISES:** None

7. POSITION OVERVIEW & OBJECTIVES:

Personal Care Assistants (PCAs) are an integral part of Fernlea's multi-disciplinary team. They provide high quality, client-centred care in partnership with our clients and their families. The main objectives of the roles are to:

- a. Provide high quality, client-centred and in-home care
- b. Meet the needs of the client and their carer(s)

8. POSITION REQUIREMENTS:

a. Qualifications

- i. Certificate III in Individual Support (or equivalent Aged Care, Home and Community Care or Disability Support) or Cert IV in Ageing Support or in Disability
- ii. Current First Aid & CPR Certificates
- iii. Medications endorsement ('Assist Clients with Medications' module) or willing to undertake

b. Skills & Experience

- i. Previous experience working independently and without direct supervision, in an in-home setting; Experience in palliative care or dementia is desirable
- ii. Outstanding communication, observational and reporting skills
- iii. Excellent time management with a proactive attitude
- iv. Demonstrated ability to work alone and as part of a team
- v. A genuine caring and client-centred approach
- vi. Current Victorian Drivers Licence and own reliable vehicle
- vii. A current police check and a valid Australian Working Visa

9. Knowledge & Personal Attributes

- i. Demonstrated flexibility and a willingness to approach new challenges creatively and as part of the team, adapting to new ideas and change positively
- ii. Clear and practical understanding of appropriate personal and professional boundaries
- iii. Professional behaviour, including the ability to apply the principles of privacy and confidentiality to all work practices
- iv. High levels of integrity including behaving in an honest and trustworthy manner and treating others without judgment.

10. KEY RESPONSIBILITIES:

a. Client Support

- i. Monitor clients' symptoms and report any changes or concerns to the Nurse
- ii. Assist clients with toileting, feeding and ambulation
- iii. Participate in the review of care requirements of clients and carers, in consultation with the nurse
- iv. Organise and supervise appropriate activities for clients
- v. Transport clients as required
- vi. Assist with morning tea, lunch, transport and outings as required.
- vii. Support and work collaboratively with the nurses, other staff and volunteers

b. Cleaning (centre-based PCAs)

- i. Vacuum daily
- ii. Clean all bathrooms and toilet daily and as required
- iii. Empty bins at least weekly
- iv. Perform all other housekeeping tasks as per the schedule
- v. Advise the manager of low stock items
- vi. Clean and clear garden pathways of hazards daily
- vii. Provide kitchen and laundry support to the cook as required

c. Administration

- i. Maintain required documentation ensuring records are accurate, objective and securely stored
- ii. Ensure Fernlea policies, procedures and protocols are implemented
- iii. Assist with identifying policies and procedures that may be required or updated

d. Occupational Health & Safety

- i. Ensure you are always familiar with and adhere to the OH&S Policy
- ii. Immediately report any current or potential hazards
- iii. Participate in problem solving processes to resolve OH&S issues and ensure a safe and healthy workplace for all

e. As A Team Member:

- i. Ensure the Fernlea Code of Conduct is always upheld
- ii. Take responsibility for reaching key performance indicators, develop and share best practice ideas, and work cooperatively to support other team members to reach their individual and business goals
- iii. Participate in staff reviews and training/development programs
- iv. Maintain a high level of personal presentation and be polite, helpful and courteous at all times
- v. Overall, work as part of a harmonious team and contribute to a positive, motivating environment

11. KEY PERFORMANCE INDICATORS

- a.** Clients' needs are met and care is provided as per Fernlea Community Care's policies and procedures
- b.** Cleaning tasks are as per the schedule and to a satisfactory standard (centre-based PCAs)
- c.** Documentation is complete, accurate, up-to-date and kept securely
- d.** All policies and procedures are adhered to
- e.** All timelines are met.

I have read and understand the expectations of the role as outlined in this position description.

Employee name: _____

Employee signature: _____

Date: _____