

Position Description- Personal Care Assistant, Palliative Care

Position Title:	Personal Care Assistant, Palliative Care	Reports To:	Palliative Care Clinical Lead
Supervising:	N/A	Liaises With:	Employees, Residents and Visitors
Employment Instrument:	Mayflower Health and Aged Care Employees Enterprise Agreement 2021		
Classification:	Wage Skill Group 6 and Wage Skill Group 8		

<u>Our Vision:</u>	Care without Compromise
<u>Our Mission:</u>	<i>“Mayflower with staff works as one to enhance quality of life choices in all aspects of care delivery”</i>
<u>Our Values:</u>	Compassion We care for those in need with empathy and understanding Excellence We strive for quality and distinction Integrity We are honest, ethical, and sincere Respect We recognise the value, uniqueness, and dignity of every

Position Purpose:	• Provide supportive and compassionate care to residents and their families. • Ensure all residents are provided with a safe, secure, and friendly environment where individual choice and decision making are encouraged.
Qualifications checks and licences:	Mandatory • Minimum Certificate III in Aged Care, Individual Support or equivalent. • Police Check. • COVID vaccination. Desirable • Current First Aid or CPR Certificate. • Relevant experience within the aged care industry or related health service.

Key Selection Criteria

Essential

- Knowledge and understanding of the diverse needs of older people.
- Ability to provide after death care.
- Knowledge and skills to perform personal care tasks as required.
- Ability to work as part of a team and independently.
- Strong communication skills, both written and oral.
- Ability to prioritise and effectively manage time.
- Understanding of issues related to OH&S, infection control, manual handling, and hazard identification.

Desirable

- Previous experience in Palliative Care service

Responsibilities/Duties

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Quality Service	- Assist residents in accordance with individual care plans including personal care, personal hygiene, dressing, grooming, meals and activities of daily living. - Assist in the assessment of residents, development and implementation of individual care plans. - Remain inclusive, empathetic and respectful to all residents.
Reporting and Documentation	Report to the nurse in charge/supervisor, any changes in resident behaviour, condition, or care needs, in a timely and accurate manner.
Communication	- Accurately document and communicate with relevant parties, all information related to resident care. - Communicate openly and actively participate in problem solving as required.
Compliance	- Operate in accordance with legislative and quality standards. - Comply with Aged Care Code of Conduct.
Skills and competencies	- Remain aware of relevant legislative standards and guidelines. - Participate in meetings and in-service training sessions. - Pursue ongoing development and contribute to continuous improvement.
Work Health Safety	- Comply with the OHS Act 2004. - Take reasonable care to ensure your own safety, not place others at risk by any act or omission, follow safe work practices and procedures, use and care for equipment as instructed, not wilfully and recklessly interfere with safety equipment, report hazards and injuries, and cooperate with Mayflower to meet OHS obligations.

Key Performance Indicators	
- Resident satisfaction with care and service. - Compliance with Accreditation and Legislation requirements. - Accurately complete documentation.	

I have read, understood and accept the above position description.

Employee Name:		Signature:		Date:	
Manager Name:		Signature:		Date:	

☐ Copy to Employee ☐ Copy to Personnel File

Completed By: (Initials)

Date: /