Position Title:	**Personal Care Assistant - Murdoch**
Staff Group:	**Residential Aged Care Division**

1. Major Function and Purpose of Position	• Responsible for provision of day to day individualised personal care assistance of residents as allocated • To provide direct care to residents as directed by Care Coordinator
2. Reporting Functions and Interface	• Reports to Care Coordinator • Collaborates with all members of care team to provide quality care to residents and facilities • Interacts with other care providers
3. Working Environment	• Based on site at the Residential Care Facility • Shift work – 24 hour coverage required
4. Key Responsibilities	• Provides support for care needs as directed • Ensures residents individual needs and choices are considered in delivery of high quality care • Supports the day to day function of the house as allocated • Assists the Care Coordinator in completing required documentation on individual residents • Contributes to the development and evaluation of care plans • Consults with residents, families and other members of the care team • Maintains high standard of documentation which accurately reflects care delivery • Administers medications as per St Ives Care policies and procedures • Responsible for correct storage and documentation of medications • Keeping Care Coordinator, families, and associated health professionals aware of changes to a resident's health status • Provides role modelling and support for staff to provide outstanding extra service delivery of service to residents and families
5. Problem Solving	• Works under the clinical supervision of Care Coordinator • Required to work within set policies, procedures and standards • Responsible for quality of documentation relating to resident's care • Required to maintain skills and knowledge through ongoing professional development • A flexible and team orientated approach

6. Knowledge, Skills and Abilities (KSAs)	• Care experience • Problem solving • Strong verbal and written communication skills • Adapt to changing resident needs • Sound working knowledge of the Aged Care Standards • Respects Diversity in values, customs and beliefs • Understanding principals of continuous improvement & risk management
7. Accountability	• Accountable to self, the residents / families and colleagues for all areas of practice. • Responsible for delivery of information pertaining to residents care plans within set St Ives policies and procedures and direction of Care Coordinator. • Responsible for the administering medications in line with St Ives policies and procedures • Accepts responsibility for own action
8. Expected Qualifications	• Certificate 3 in Aged Care • First Aid

9. HSE Standards **(incorporated into all Position Descriptions)**	• St Ives Group is required to comply with any legal requirement in connection with the protection of personnel. It is the incumbent's responsibility in carrying out the duties of this position at St Ives Group to:
	  ○ Be familiar with the Company's Occupational Safety and Health Procedures.
	  ○ Participate in investigations and where required, give evidence, witness statements etc as to the facts concerning any incident.
	• Takes appropriate action to maintain the health and safety of self, other employees, residents and visitors.
	• Promotes and coordinates the reporting of hazards, incidents and accidents within the Group and undertakes investigation as necessary.
	• Complies with all identified legislation, codes, standards, policies and procedures to maintain health and safety of self, staff and residents.
	• Participates in workplace risk assessments and the identification and control of hazards.
	• Is aware of fire, safety and security policies and procedures within the Group and takes all necessary steps to make sure they are implemented and followed.
	• Attends scheduled OSH meetings and training as required.

10.Statutory	• Aged Care Act • Accreditation Standards