

## POSITION SPECIFICATION

<b>POSITION TITLE</b>	<b>Personal Care Assistant (PCA)</b>
<b>CLASSIFICATION</b>	Dependent on qualifications and experience
<b>ENTERPRISE AGREEMENT</b>	Cobden District Health Services Inc., ANMF and HSU Enterprise Agreement 2017
<b>HOURS OF WORK</b>	As per individual contract of employment in line with rosters and hours of operation
<b>DEPARTMENT</b>	Clinical Care
<b>APPROVED BY</b>	Executive Manager Corporate Services

**VISION** Enriching & Empowering Quality of Life

**VALUES**

**Service** We deliver caring, friendly, high quality, confidential and safe service to the community.

**Honesty** We are trustworthy and transparent and we value integrity and fairness.

**Accountability** We take responsibility for our actions. We value teamwork and affiliative leadership.

**Respect** Our kind of care is person centred. We are inclusive, considerate and equitable to all who engage with our service.

**Excellence** We continually strive to provide high quality, reliable, consistent, and innovative services to our community, our clients, consumers and stakeholders

**ORGANISATION AND ENVIRONMENT**

Cobden District Health Services Inc., trading as Cobdenhealth is an all-inclusive health service providing quality care and well-being options for the local community and south west Victoria.

We provide exceptional care in our accredited 60 bed residential aged care facility and support people in their own homes by managing and delivering Level 2 and 4 Home Care Packages (HCP). Our diverse range of allied health, counselling, therapeutic, dental prosthetics and community services support people to achieve their health goals.

Cobdenhealth Family Practice is a business unit of Cobden District Health Services Inc. located in Victoria Street Cobden. Our highly skilled General Practitioners offer a diverse range of healthcare options to patients across all ages, providing a holistic approach to care. Services include, however are not limited to, general practice, health screening, skin checks, care plans, chronic and complex care and health promotion activities.

Cobdenhealth has a fully accredited Urgent Care Centre providing emergency stabilisation service 24 hours per day, 7 days a week.

Our Cobdenhealth Community Fitness Centre has a fully equipped gymnasium offering various subscription options, casual use and leader led classes with accredited trainers. The gym is open to the public 24 hours, 7 days a week. Our Rodney Grove Community Aquatic Centre is a warm water pool open to the public for exercise, water therapy, learn to swim classes and general use. A swim against the current spa is also available.

The Men's Shed, based on-site, is a community based organisation providing a safe and friendly environment where men are able to work on meaningful projects.

Cobdenhealth is an Equal Opportunity Employer.

**POSITION OBJECTIVE**

The role of a Personal Care Assistant (PCA) is to provide care to residents based on their individual care plan which has been developed by the Registered Nurse and the Enrolled Nurse. A PCA must recognise changes in the health status of the residents in their care and report these changes to the Registered Nurse.

The position requires the PCA to demonstrate commitment to best practice in aged care, maintaining an optimal level of dignity, comfort and quality of life for residents living at Cobdenhealth residential care facility.

**ORGANISATIONAL RELATIONSHIPS**

<b>Reports to:</b>	Clinical Care Manager (CCM) Registered Nurse (Nurse in Charge) or other Nurse as delegated
<b>Internal:</b>	Staff, residents, other discipline professionals, volunteers
<b>External:</b>	Medical Practitioners, relatives/advocates of residents, visitors, community agencies; other health providers and external stakeholders

**DELEGATION of AUTHORITY**

- This position carries no delegation of authority

**KEY ORGANISATIONAL ACCOUNTABILITIES**

- Promote activities and programs in accordance with Cobdenhealth Mission and Vision.
- Model and promote Cobdenhealth Values in the workplace
- Adhere to Cobdenhealth's Code of Conduct, ensuring professional conduct is maintained at all times
- Ensure compliance with all mandatory training and e-learning requirements within designated timeframes
- Comply with all legislative requirements relevant to the position
- Comply with policies, procedures, systems and processes of Cobdenhealth and other external stakeholders
- Intellectual Property is the sole property of Cobdenhealth unless authorised and confirmed in writing
- Undertake and promote safe work practices and procedures in accordance with Cobdenhealth Policy
- Ensure Equal Opportunity principles are followed
- Cobdenhealth are committed to the safety, wellbeing and care of our aged residents and community.

**CONFIDENTIALITY**

- Ensure confidentiality is maintained at all times and encompasses staff, residents, volunteers and other stakeholders. This includes posts on social media. Any breach of confidentiality is a breach of the employment contract, and will lead to termination of employment.

**KEY RESPONSIBILITIES and DUTIES**

- Work collaboratively to provide quality personal care services to residents in accordance with Cobdenhealth Policies and Procedures and the Aged Care Quality Standards
- Provide quality resident care in accordance with each individual resident care plan, following the care plan and working to a planned schedule, under the direction of a registered nurse
- Document resident outcomes clearly into the appropriate Cobdenhealth records i.e. Platinum 5 and in accordance with Cobdenhealth procedures and the Aged Care Act
- Recognise changes in residents' health status and report appropriately
- Participate in the continuous improvement cycle and support all auditing and process requirements
- Treat all residents and clients with care, compassion, dignity and respect at all times and without compromise
- Ensure that residents/clients are involved in the decision making process about their own health and wellbeing
- Build relationships with families and other stakeholders with the goal of improving life for the residents in care
- Report workplace risks to the Clinical Care Manager
- Report resident risks to the Registered Nurse on duty or the Clinical Care Manager
- Assist with Resident Classification Scale / ACFI, as instructed
- Participate in staff meetings, staff training and/or other activities as requested
- Maintain contemporary professional knowledge and skills relevant to the PCA role

**Quality and Evidence Based Practice**

- Document resident and staff Hazard and Incident Reports and Comments/Suggestions/ Concerns, and Action for Improvement
- Take an active involvement in the identification and implementation of continuous improvement initiatives
- Ensure compliance with Cobdenhealth policies and procedures, including occupational health and safety
- Manage activities as required in consultation with the Nurse in Charge

**Communication**

- Ensure professional and articulate communication by:
  - Positive interaction with staff, volunteers, members of the team, residents and their representatives
  - Ensuring the Clinical Care Manager is informed of any relevant issues
  - Ensuring the Clinical Care Manager is informed of any resident incidents, including advice of reportable incidents and assaults, within designated timeframes

**QUALIFICATIONS and ATTRIBUTES**

- Certificate 3 or 4 in Aged Care
- Current experience in nursing
- Current National Police Certificate – working with vulnerable persons
- Genuine interest and commitment to the holistic well-being of residents, including an ability to empathise and understand their needs

**KEY SELECTION CRITERIA**

- A sound and well informed knowledge and understanding of aged care, particularly to age related health issues
- Understanding of, and commitment to continuous quality improvements
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Competent in use of technology systems, programs and reporting applicable to the environment
- Ability to prioritise and manage workloads according to resident needs
- Ability to work as a member of a multi-disciplinary team
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Demonstrated commitment to maintain confidentiality and privacy
- Demonstrated ability to seek out and effectively utilise new knowledge as it relates to the PCA role
- Ability and willingness to support, implement and champion change within the workplace
- Ability to accept direction and work without immediate supervision

**PHYSICAL REQUIREMENTS**

- Due to the layout and nature of work employees will be required to undertake a diversity of tasks, which may require various forms of mobility.

**SALARY and CONDITIONS**

- As a not-for-profit agency attractive salary packaging options are available.
- Cobdenhealth require staff to be available to work a variety of shifts Monday through Sunday including weekends, holidays and evenings
- Annual Leave as per the Award (not applicable for Casual staff)
- Laundry Allowance provided
- Be available to cover leave at short notice

**PERFORMANCE APPRAISAL**

A performance appraisal shall be conducted with the Clinical Care Manager

**AGED CARE ACT**

In accordance with an amendment to the Aged Care Act 1997 and the Sanctions Principles concerning “disqualified individuals”, it is a condition of this offer that you are not a Disqualified Individual and that you agree to provide the necessary information for clearance to be given. Further information on this process is included in the Information/Employment offer pack. Should it be determined that you are a Disqualified Individual, this Offer of Employment will be rescinded and employment shall not proceed.

**AMENDMENTS**

Cobdenhealth reserves the right to amend details of this position specification, as it considers necessary to serve the best interests of the organisation and changes to legislation.

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**ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE**

*I certify that I have read and understand all the responsibilities of this position and accept employment as offered.*

Employee Name:	
Signature:	
Date:	