
PERSONAL CARE WORKER – IN HOME CARE

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DIVISION	CORPORATE DEVELOPMENT
DEPARTMENT	IN HOME CARE
LOCATION	VARIOUS LOCATIONS IN THE COMMUNITY
REPORTS TO	REGIONAL IN HOME CARE TEAM LEADER

PRIMARY OBJECTIVE OF DIVISION

Baptcare seeks to deliver Christian care to those in need. It employs over 1300 people to work together to achieve this and a large number of volunteers who add significant additional value to Baptcare's service delivery. The Division exists to enhance Baptcare's capability to achieve its strategic objectives through effective planning, research, analysis, quality assurance and continuous improvement, and the implementation of new initiatives in community engagement and client focused services. The Division also exists to enhance Baptcare's environmental sustainability and responsibility as well as overseeing our organisation-wide pastoral care program.

PRIMARY OBJECTIVE OF POSITION

The Personal Care Worker provides and delivers individual and personalised care and resources to clients, so that they may continue to live in their homes. The Personal Care Worker's responsibilities may include, working under the guidance and supervision of medical professionals, administering medication (if qualified and deemed competent), monitoring and communicating client condition to the Care Manager, transportation, house cleaning, personal hygiene, providing meals and other health and wellness related activities. The Personal Care Worker will demonstrate a commitment to best practice care, ensure that all in home care is provided in a caring and respectful way in accordance with Baptcare's policy and procedures.

PERSON SPECIFICATION**QUALIFICATIONS**

- Minimum Certificate III in any one of Aged Care, Home and Community Care or Disability
- Current Level 2 First Aid certificate
- Current Local Driver's Licence

ATTRIBUTES, APTITUDES AND COMPETENCIES**Essential**

- Written and spoken fluency in English
- Reliable motor vehicle (including valid registration and full comprehensive third party insurance)

Desirable

- Second language skills
- Medication endorsement/competency/qualification

EXPERIENCE**Essential**

- Minimum 1 year's experience in Community Aged Care Setting (within the last 2 years)

Desirable

- Previous employment experience in the health/aged care, not for profit, community services sector.

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PHYSICAL REQUIREMENTS FOR THE ROLE

- Driving for up to 30 minutes at a time to clients' homes (without traffic)
- Operating lifting devices such as standing machines and sling hoists with the assistance of another staff member. This may involve lifting of limbs to position sling. The hoist may be pushed short distances of 3 -4 metres over a carpeted surface
- Moderate assistance with showering, drying and dressing
- Preparing breakfast for clients
- Making beds (usually standard beds; not height adjustable)
- Sponge bathing clients who are bed bound (usually in a height adjustable bed) with the assistance of another staff member. This may involve lifting and positioning of limbs

CRITICAL WORK DEMANDS - PERSONAL CARE WORKER	Continuous 100%-67%	Frequent 66%-33%
Sitting		✓
Driving		✓
Standing/walking (up to five metres)	✓	
Walking (more than five metres)	✓	
Full body activity to push, pull and manoeuvre		✓
Lifting/carrying items <5kg		✓
Lifting/ carrying items >5kg		✓
Moving wheelchairs, tables and miscellaneous furniture		✓
Repetitive bilateral upper limb activity	✓	
Forward bilateral reach		✓
Forward bending/stooping		✓
Squatting / crouching / kneeling		✓

ORGANISATIONAL ENVIRONMENT

Baptcare's Vision: Caring communities for all.

Baptcare's Mission: Excellence in Christian care for individuals, families and the Community.

Baptcare's core values are:

- 1. Respect:**
We value the inherent dignity and equality of all people regardless of their circumstances.
- 2. Justice:**
We value equality of opportunity and consistency of outcome for all.
- 3. Commitment:**
We value dedication to meet the challenges of our Mission.
- 4. Integrity:**
We value consistency between word and deed.
- 5. Accountability:**
We value the acceptance of personal responsibility.
- 6. Co-operation:**
We value working together towards our goals.

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Performance Management

An annual appraisal will be conducted.

OTHER RELEVANT INFORMATION

The Employment is subject to a 6 months' minimum employment period upon commencement with Baptcare.

POSITION DETAILS

Key Result Area	Expected Outcomes	Performance Indicators
1. Provide Individualised and Personalised Care	<p>Enhance the care approach to dignity and integrity of clients/carers, and enhances the quality of their life and care</p> <p>Recognises the cultural, spiritual and emotional needs of clients and carers</p>	<ul style="list-style-type: none"> • Provide home care to elders, disabled persons and others in the community with identified needs • Provide home care including general housekeeping, personal hygiene activities and tasks, respite and personal care • Transport home care clients to appointments and activities • Assist with exercises, physiotherapy and other medical or allied health treatment plans • Monitor and report on client's conditions as required • Refer any unanticipated events or unstable situations • Deliver appropriate care according to the individual and personalised care plan • Establish and maintain a current and accurate confidential client reporting system • Provide information and feedback to Baptcare staff, partner brokerage agencies and other health professionals as required • Consult with client or their representative as required to ensure that individual and personalised care is ongoing and that all client needs are identified and met • Personal Care Workers may need to make acute use of the senses in assessing health care needs such as hearing and visual look for symptoms of illness
2. Administer in Home Care program to ensure delivery	<p>Ensure care is provided in line with all relevant policies, procedures and regulations</p> <p>Ensure program is delivered in an appropriate, caring and respectful manner</p>	<ul style="list-style-type: none"> • Monitor supplies and resources • Make recommendations for changes and improvements to the program, as required • Enhances the dignity and integrity of clients • Attends to the physical and/or social needs of clients • Participates in continuous improvement of client care

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<p>3. Coordinate community resources and support</p>	<p>Maintains communication between the team and clients and other relevant stakeholders</p>	<ul style="list-style-type: none"> • Encourage clients and families to be involved with care as required • As per consent from client, liaise with family, medical and other resources as required • Liaises with Care Managers for additional service, support and resources as required • Maintain current, accurate, confidential files for each client • Educate clients, families and support systems about the In Home Care Program – what can be provided and when to access other resources • Maintain the dignity, integrity, rights and confidentiality of clients
<p>4. Professional Development</p>	<p>Demonstrates a commitment to ongoing professional development and is able to practice within the scope of their qualifications</p>	<ul style="list-style-type: none"> • Accepts responsibility for his/her own actions • Attends in-service education sessions and completes assessments as organised by Baptcare • Demonstrates awareness of own abilities and limitations, identifying learning needs and seeking guidance when necessary • Maintains qualifications as required by role
<p>5. Occupational Health & Safety</p>	<p>The Personal Care Worker maintains a safe environment for clients, visitors and staff through implementation of Occupational Health & Safety Policies and Procedures</p> <p>Ensure no potentially hazardous task(s) is performed for which there has been no education and/or instruction</p>	<ul style="list-style-type: none"> • Administer interventions and treatments that prevent discomfort to the client • Required to report any unsafe situations/incidents (including 'near misses') according to Baptcare's OHS reporting procedures • Required to complete OHS related documentation and reports • Undertake ongoing home hazard inspections to ensure there is a safe working environment • Ensure all medications, treatments and activities are completed safely to ensure the safety of all clients, families, the community and themselves • Personal Care Workers may experience stress from dealing with clients, providing care for clients who are dying and providing support for their family members, and seek debriefing opportunities as required • Required to apply industry standard infection control guidelines and practices

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<p>6. Quality Improvements Systems</p>	<p>The Personal Care Worker will report on the effectiveness of in home care and other related activities and identify opportunities for improvements</p>	<ul style="list-style-type: none"> Attend meetings of various committees and contributing to quality activities and management of review processes Encourage feedback and suggestions from staff and promoting their contribution to continuous improvement activities Ensuring residents, their representatives and staff understand/have access to Comments and Complaints procedures
<p>7. Complying with Legislation</p>	<p>Personal Care Workers must be aware of and comply with all legislation and regulations affecting his/her role, as well as adhering to the code of ethics and scope of practice that apply to his/her profession, using the best contemporary practice available.</p>	<ul style="list-style-type: none"> To be responsible and aware that all duties are performed according to Baptcare Policy and Procedures at all times Ensure that all duties are performed within State and Legislative frameworks at all times
<p>8. Philosophy of Care</p>	<p>It is expected that the Personal Care Worker understands and is willing to work within the philosophies of care of the Baptist Church in Australia as they are expressed within Baptcare’s Objects, Vision, Statement of Purpose and Values.</p>	<ul style="list-style-type: none"> Support the philosophy of care and policies and procedures in Baptcare Maintain the personal dignity and privacy of all residents/clients, their representatives and staff, and ensure that all interaction with residents/clients and their representatives are treated confidentially.

DECLARATION

My position description has been explained in detail and I understand and accept the responsibilities and authority as outlined.

Name:.....
Please Print

Baptcare representative:.....
Please Print

Signature:.....

Signature:.....

Date:/...../.....

Date:/...../.....

Authorised by General Manager Human Resources	Signature:
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