

Position description:
Personal Care Assistant (PCA)
Extended Care Assistant (ECA)

ROLE PURPOSE

Demonstrate a commitment to best practice in aged care, maintaining an optimal level of dignity, comfort and quality of life for residents living in Baptcare’s aged care facilities. Provide care to residents based on the individual care plan which is developed by the Enrolled Nurse and the Registered Nurse. Recognise changes in a resident’s health status and report these changes to the Registered Nurse.

Part A: Organisation

Baptcare’s Vision, Mission and Values		
Mission: Partnering for fullness of life with people of all ages, cultures, beliefs and circumstances.		
Vision: Communities where every person is cherished.		
Our Mission and Vision are lived through our WE CARE values:		
We care about...	Our Customers We care about...	Our Team We care about...
Wellbeing	... You living your life with meaning, we partner with you to enhance your health, safety, comfort and spirituality.	... Strengthening our teams by cultivating a safe and encouraging work environment that enables personal growth.
Ethics	... Being genuine with you, leading with integrity and fulfilling Baptcare purpose in harmony with community expectations.	... Being inspired by justice. We act with integrity and do the right thing by our customers and each other in light of current and future needs.
Co-creating	... Building personalised and innovative solutions with you and our allied partners, with your goals as our shared focus.	... Building an exciting future together with our customers in focus, by empowering everyone to contribute and encouraging adaptability, creativity and collaboration.
Accountability	... Fulfilling our commitments to you and accepting our responsibilities to continually improve.	... Fulfilling our commitments and responsibilities, using our resources wisely and being able to reflect, speak up and adapt when needed.
Respect	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.
Effectiveness	... Being focused on achieving the best outcomes for you, with you.	... Ongoing improvement in the focus of our people and resources to achieve positive outcomes for our customers.

Part B: Position specifications

Relationships	
Division:	Residential Aged Care
Reports to:	Nurse Unit Manager, Registered Nurse in Charge
Internal:	All facility staff, residents, volunteers
External:	Families and other agencies who support the care program

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Dimensions		
Annual Operating budget:		N/A
Staff	Direct	N/A
	Indirect	N/A

Delegations and authorities	
Capital expenditure:	N/A
Operating expenditure:	N/A

Part B: Position specifications continued

Key Accountabilities
<ul style="list-style-type: none"> • Provision of quality resident care as per the individual resident care plan • Documentation of resident outcomes clearly and as per Baptcare procedures • Recognize changes in a residents' health status and report appropriately • Adhere to all the relevant workplace safety laws and regulations • Ensuring the workplace is a safe one for self and colleagues • Participate in the continuous improvement of the service • Work cooperatively with colleagues and adhere to Baptcare HR policies in relation to employee relations • Comply with legislation, regulations and codes in the workplace relating to the role • Workplace Health & Safety Responsibilities

Key Tasks
<ul style="list-style-type: none"> • Following the care plan, work to a planned schedule under the direction of a registered nurse. • Record resident outcomes into the appropriate Baptcare records • Participate in the continuous improvement cycle at the home • Build relationships with families and other agencies/stakeholders with the goal of improving life for residents in care • Report workplace risks to management • Report resident risks to management
<p>Workplace Health & Safety</p> <ul style="list-style-type: none"> • Visibly demonstrate work health and safety personal commitment to working with all Baptcare stakeholders in achieving a Zero harm workplace by complying with Baptcare's WHS policy, WHS Plans and procedures relevant to your working environment. • Actively promote and foster constructive behaviours to enhance Baptcare's organisational safety culture, "<i>The safety standard you set is the one you just walked by</i>" by reporting hazards, incidents, injuries and near misses to the manager without delay. • Co-operate with Baptcare in respect to any action taken by Baptcare to comply with legislative requirements • Take reasonable care for your own health and safety and the health and safety of others in the workplace

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Part C: Person specification

Key selection criteria

- Assessed as competent in the Baptcare mandatory competencies required for the role
- Able to take direction, outcome focused
- Reliability and honesty
- Able to negotiate and participate in problem identification and solutions and avoid conflict
- Ability to remain calm and focused when faced with difficult situations
- Able to manage own time to achieve key outcomes of the role
- Ability to adapt to changing circumstances in the workplace
- Proven ability to work co-operatively with a diverse, multicultural workforce and client base
- Able to review own schedule to manage priorities and the changing needs of residents
- Able to identify and seek appropriate support and guidance when required
- Commitment to working in accordance with Baptcare values and Code of Conduct

Qualifications

Essential:	<ul style="list-style-type: none"> • Certificate III in Aged Care, or • Certificate II in Aged Care and 2 years' experience in aged care, or • Undergoing a traineeship in Certificate III in Aged Care • At least 3 years working as an unqualified PCA/ECA in a closely related field, or • Working towards a qualification in nursing.
Desirable:	Modules in dementia or palliative care

Other

Essential	<ul style="list-style-type: none"> • Satisfactory Police Check
Desirable	

DECLARATION

Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.		
Employee	Name:	Signature:	Date: / /
Baptcare representative	Name:	Signature:	Date: / /