

Position description:
Personal Care Worker – In Home Care

ROLE PURPOSE

The Personal Care Worker provides and delivers individual and personalised care and resources to consumers, so that they may continue to live in their homes. The Personal Care Worker’s responsibilities may include, monitoring and communicating consumer condition, 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.

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:	Baptcare In Home Care
Reports to:	Delivery Support Lead
Internal:	Workforce Planning Coordinator
External:	Allied Health and industry peers

Dimensions	
Annual Operating budget:	N/A

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Staff	Direct	N/A
	Indirect	N/A

Delegations and authorities

Capital expenditure:	\$ (if applicable, if not, leave blank or insert N/A)
Operating expenditure:	\$ (if applicable, if not, leave blank or insert N/A)

Part B: Position specifications continued

Key Accountabilities

- Provide Individualised and Personalised Care
- Monitor Consumer health and wellbeing
- Maintain communication between the teams and consumers
- Ensure care is provided in line with all relevant policies, procedures and regulations
- Occupational Health & Safety Responsibilities

Key Tasks

- Provide home care including general housekeeping, personal hygiene activities and tasks, respite and transport services to appointments and activities
- Monitor and report on client's conditions as required
- Deliver appropriate care according to the individual and personalised care plan
- Establish and maintain a current and accurate confidential consumer reporting system
- Provide information and feedback to Baptcare staff, and other health professionals as required
- Attends to the physical and/or social needs of consumers
- Participate in continuous improvement of consumer care
- Encourage consumers to be involved with care as required
- Liaises with Baptcare for additional service, support and resources as required
- Maintain and enhance the dignity, integrity, rights and confidentiality of consumers
- Accepts responsibility for his/her own actions
- Attend and complete in-service education sessions and complete 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
- Required to report any unsafe situations/incidents (including 'near misses') according to Baptcare's OHS reporting procedures
- Required to apply industry standard infection control guidelines and practices
- 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
- Support the philosophy of care and policies and procedures in Baptcare

Occupational Health & Safety

- 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, "The safety standard you set is the one you just walked by" by reporting hazards, incidents, injuries and near misses to the manager without delay.

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- 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

Part C: Person specification

Key selection criteria

- Competency in providing care to clients in their own home
- Good communication
- Sound knowledge of their local government area
- Honesty and integrity
- Documentation and reporting capabilities
- Reliable
- Sound computer literacy

Qualifications

Essential:	Minimum certificate III in any one of Aged Care, Home and Community Care and Disability Current Level II First Aid certificate
Desirable:	Dementia, hoist, high needs skills

Other

Essential	<ul style="list-style-type: none"> • Satisfactory Police Check • Current Australian Drivers License with registered vehicle and minimum third party car insurance
Desirable	<ul style="list-style-type: none"> • Second language skills • Previous employment experience as a Personal Care Worker

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: / /