

Position Description

POSITION DETAILS			
Position Title	Personal Care Worker Trainee		
Reports to	Residential Aged Care Manager (Facility) First Nations Career Specialist (Mentor)		
Business Function	Residential Services and First Nations	Contract Term	ARRCS 2023 Enterprise Agreement
Direct Reports	0	Classification	Section B – Remuneration, clause 10.2
Indirect Reports	0	Location	Northern Territory

REPORTING RELATIONSHIPS	
Internal Key Relationships	Residential and Operations Manager, Current facility staff and buddies. Consumers within our care and their families/relatives, Operational Team Members and Front-Line Leaders. First Nations team and colleagues.
External Key Relationships	Collaborate with third parties providing services to the organisation. Registered Training Officer

OUR ORGANISATION
<p>Australian Regional and Remote Community Services began in July 2014. ARRCS aspires to improve the quality of life for older people living in regional and remote areas of Australia. We currently provide support to people across the Northern Territory and South Australia through Residential Aged Care and Home Care Services. We take a holistic approach to our work and hold a deep respect for Aboriginal & Torres Strait Islander Cultures and Elders, which remain at the core of all that we do.</p>

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

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PURPOSE

The ARRC Personal Care Worker Traineeship provides structured practical and theoretical training to support participants in developing the skills and knowledge required of a qualified Personal Care Worker. The traineeship combines on-the-job training under the guidance of an experienced mentor with onsite classroom-based study, leading to the attainment of a Certificate III in Individual Care.

The Personal Care Worker Trainee will work under the direction of the Residential Aged Care Manager or Clinical Nurse Manager (where applicable) and will undertake supervised care duties. These duties include assisting residents with daily living activities such as feeding and grooming, as well as undertaking ad hoc cleaning tasks within the facility. Trainees will also receive additional guidance and mentoring from the First Nations Career Specialist to support their learning and progression throughout the traineeship.

This traineeship is offered as a 12-month, full-time fixed-term position, requiring a commitment of 38 hours per week.

KEY RESPONSIBILITIES

Service Delivery

Theoretical Training – Certificate III in Individual Care

- Work in partnership with your Career Specialist Mentor and ARRC nominated Registered Training Officer to complete all the required subjects as part of your Certificate III requirement of this role.
- Take responsibility of your traineeship and personal development and work to ensure that subjects / courses are completed within delegated timeframes.

Practical / on-the-job Training – Certificate III in Individual Care

- Assisting residents (once taught appropriately) with activities of daily living and where safe to do so encouraging independence with:
 - Dressing and undressing as required.
 - Transfers and general mobility within and outside the health service as required.
 - Sensory and communication needs.
 - Daily exercise program.
 - Provision of ongoing long-term support to residents suffering from irreversible dementia or psychiatric conditions as diagnosed by a medical professional.
- Ensure all care is delivered and evaluated in a person-centred manner in accordance with the health services Policies and Procedures.
- Observe and appropriately report on any changing care requirements of residents which you observe and report to the Registered Nurse when required.
- Respecting all individual's privacy, dignity, attitudes, and religious beliefs.
- Assist with preparation and distribution of meals.
- Assist with the washing of resident's personal laundry which includes.
 - Collection from room and delivery from laundry.
 - Participate and support in all laundry duties if required.
- Assist with the general cleaning of both residents' rooms and common areas when required.
- Liaise with the Leisure and Lifestyle (Activities) Coordinator to support and encourage resident participation in independent and/or organised activities within or without the facility confines.

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Reporting, Administration and Documentation

- Basic computer skills and ability to document via computer systems when necessary including recorded completion of works and lodging hours completed.
- Ability to complete the required Certificate III logbook work online, including tasks completed, assignments and on the job hours worked.

Quality, Safety and Risk Management

- Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety, and risk management system. Act in accordance with all relevant external legislation and internal ARRCS policies and procedures that relate to this position and the organisation.
- Understand the importance of the quality and safety system at ARRCS and assume responsibility for the delivery of the system through.
- Actively participate in staff meetings
- Completion of all ARRCS required WHS online courses which includes (but not limited to) Fire Safety, Manual Handling and ARRCS policy and procedures.
- Be proactive in learning the requirements of Aged Care Standards and apply in your day-to-day role.
- Exercise due care in the use of ARRCS equipment and supplies.

Personal Accountability

- Compliance with ARRCS's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Work collaboratively with ARRCS employees and external stakeholders in accordance with ARRCS's values and professional standards of behaviour.
- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

Experience

- Ability to present a professional resume outlining previous work experience and education and a cover letter explaining why you wish to apply for a traineeship with ARRCS.
- A positive and proactive attitude towards working within Aged Care.
- Ability to commit to working 38 hours per week.
- Ability to commit to the study and theoretical component of the Certificate III program.
- Basic to intermediate computer skills with experience using Microsoft Office Suite – Word, Excel and Outlook.

These traineeships are specific to identified First Nations people.

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Mandatory Requirements

- NDIS Worker Screening Check – Lodged or dated prior to commencement,
- Current year Influenza Vaccination
- National Police Check – Lodged or dated within 3 months of commencement.

Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by your manager or the ARRCs Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.