

<b>Position Title:</b>	Assistant in Nursing (AIN)
<b>Division:</b>	Supported Living
<b>Reporting To:</b>	Nurse Unit Manager
<b>Direct Reports:</b>	Nil

### ABOUT NORTHCOTT:

#### Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW, QLD, and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ approximately 2,600 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

#### What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise gives confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

#### What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers; they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

#### Our Values

Our values have always been a significant part of our service to customers and they have helped shape Northcott into the wonderful organisation it is today. We are Innovative because we develop new ideas and solutions with creativity in anticipation of changing needs. We are Respectful because we believe that everyone's voice is unique and that they have the right to be heard. We are Brave because we have the courage to stand up for people with all abilities even in the face of adversity

## Position Description

### KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

Deliver quality nursing and specialist support services for people with disability.

### KEY OBJECTIVE OF THE POSITION:

Provide services in line with current support service philosophy which promotes improvement in quality of life and fosters independence for people with disability who have a range of functional abilities and complex needs.

### PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

- Commitment to achieving valuable outcomes for people with disability
- Commitment to equality and anti-discrimination
- Commitment to a person centred work ethic
- Ability to establish effective and professional working relationships with customers
- Highly developed communication, problem solving and organisational skills
- Ability to motivate and encourage customers in all activities
- Understanding of customer's specific health needs
- Implementing emergency response plan/s and administering life saving medication or PRN when a registered nurse or enrolled nurse are not present. Appropriate training must be undertaken for this skill.
- Ability to implement and adapt the delivery of services in a complex and changing environment transitioning to contemporary accommodation and support models.

### ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

- Current First Aid Certificate
- Working towards Certificate III Health Services Assistance (Assisting in Nursing Work in Acute Care) or Certificate III in Individual Support
- NSW Working with Children Check
- National Police History Check
- Australian Driver's Licence
- Knowledge of WHS principles including safe manual handling procedures
- Knowledge of the disability sector preferred

### DELEGATION LEVEL

- NIL

### CORE COMPETENCIES OF THE ROLE

#### Problem Solving & Decision Making

- Defines extent of problem areas and develops solutions.

#### Consumer Focus

- Meets internal and external customer needs in a timely and courteous manner.

#### Communication

- Listens effectively, conveys and receives ideas, information and direction.

## Position Description

### Teamwork

- Contributes to the team on areas of specialisation or a specific role.

### Professionalism

- Displays a professional attitude with regards to oral communication, written communication and dress attire.

### Initiative

- Independently contributes ideas and projects, sees and acts upon opportunities.

### Ethical Behaviour

- Ensures their dealings with all others are non-discriminatory, respectful, consistent, timely and equitable.

### Safety

- Has a strong understanding of WHS principles and applies these in the workplace

## DUTIES

The typical duties of this position include:

1. Deliver services in line with current support service philosophy which promotes improvement in quality of life and fosters independence for people with disability who have a range of functional abilities and complex needs.
2. Provide physical assistance as required. This may include:
  - o Assistance with meals. o Assistance with toileting.
  - o Transfers/hoisting between toilet, wheelchair, motor vehicle, etc.
  - o Medical/special procedures where required under the supervision of the Registered nurse
    - o Implementing emergency response plan/s and administering life saving medication or PRN when a registered nurse or enrolled nurse are not present. Appropriate training must be undertaken for this skill.
    - o
    - o Assistance with bathing, showering and grooming.
    - o Physical assistance to participate in activities. o Housekeeping duties

**This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.**

## NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

---

Employee's Signature

Employee's Name

Date

**Please forward a signed copy to Human Resources.**



## Position Description