POSITION DESCRIPTION

Carer

REPORTS TO	Clinical Care Lead
KEY RELATIONSHIPS	Residents and representatives, Registered Nurses, Enrolled Nurses, Carers, Recreation Officers and other employees
AGREEMENT / AWARD	Carinya Home for the Aged - Nurses Enterprise Agreement
HOURS OF WORK	As stated in the employment contract
ROSTER	May include mornings, afternoons, nights, weekends and public holidays

About Carinya

Carinya Home for the Aged provides residential aged care in a supportive and caring environment. We employ people who share and demonstrate our values of Respect, Quality Care, Integrity and Compassion.

RESPECT	QUALITY CARE	INTEGRITY	COMPASSION

The Carinya Way

A social model of care that builds an inclusive community, maximises each person's potential through purposeful interactions and supports residents to continue to lead remarkable lives.

Position purpose

This role supports funded aged care services under the Aged Care Act 2024, Aged Care Rules 2025, the Statement of Rights, the Aged Care Code of Conduct, the strengthened Aged Care Quality Standards and Carinya policies and procedures.

The Carer role supports residents to maintain independence, choice, dignity, privacy, safety and wellbeing. The role provides person-centred care in line with each resident's care plan, the employee's training and demonstrated competencies, and direction from the clinical team.

Key responsibilities

- Provide care and support in accordance with each resident's care plan, within the scope of the role and demonstrated competencies.
- Support residents' physical, psychosocial and mental wellbeing while maintaining professional, respectful and supportive relationships.
- Encourage independence, informed choice, meaningful engagement and participation in everyday life and reablement.
- Support purposeful activities and work collaboratively with Recreation Officers and other team members.
- Monitor residents and promptly report changes, risks or concerns to the Registered Nurse, Enrolled Nurse or Clinical Care Lead.
- Complete accurate, timely and factual resident documentation, including progress notes and incident reporting.
- Respond appropriately in emergencies and provide first aid only within current training and role responsibilities.
- Use lifting equipment, assistive devices and personal protective equipment correctly and in line with training and policy.

- Immediately report incidents, hazards and near misses, and address minor hazards where safe, authorised and within policy.
- Follow infection prevention and control requirements, workplace health and safety requirements, and all relevant Carinya policies and procedures.

Key competencies

- Makes considered decisions, solves routine problems and prioritises daily tasks within the scope of the role.
- Works effectively under the direction and delegation of a Registered Nurse or Enrolled Nurse.
- Learns new tasks and processes and uses feedback to improve practice.
- Understands residents' individual needs and provides reliable, quality care.
- Works positively as part of a team and contributes to a respectful workplace.
- Completes allocated tasks and meets reasonable deadlines, including when working with limited supervision.
- Communicates key information clearly, respectfully and promptly, both verbally and in writing.
- Maintains confidentiality and handles resident and workplace information appropriately.
- Demonstrates a commitment to continuous improvement, best practice and responsive service.

Knowledge and skills

- Understanding of person-centred aged care and the importance of dignity, choice and independence.
- Awareness of workplace health and safety, privacy, equal employment opportunity and anti-discrimination responsibilities.
- Ability to follow care plans, policies, procedures and lawful directions.
- Basic digital literacy to complete documentation and use workplace systems.

Qualifications and experience

- Certificate III or IV in Individual Support, Aged Care or an equivalent qualification, or working towards one of these qualifications, is highly regarded.
- Community care or residential aged-care experience is desirable.
- Basic understanding of dementia is required or achieve in 3 months of commencement of employment.
- A current First Aid certificate is highly regarded.

Mandatory requirements

- Satisfactory screening and police-check requirements applicable to the role.
- Evidence of vaccination or immunisation where required by current law, public health direction or Carinya policy.
- Annual Flu Vaccination required
- Ability to work a roster that may include mornings, afternoons, nights, weekends and public holidays, as agreed in the employment arrangements.
- Ability to safely perform the inherent requirements of the role, with reasonable adjustments considered where required.

General compliance and conduct

- Comply with Carinya policies, procedures, lawful directions and the requirements of the applicable enterprise agreement or employment contract.
- Comply with the Aged Care Code of Conduct and support the Statement of Rights and strengthened Aged Care Quality Standards.
- Protect personal, health, employee and organisational information in accordance with privacy and confidentiality obligations and approved records-management practices.

- Take reasonable care for personal and workplace health and safety and comply with incident reporting, infection prevention and emergency procedures.
- Promote an inclusive workplace and comply with applicable anti-discrimination, sexual harassment, bullying and equal employment opportunity requirements.
- Maintain required aged-care worker screening clearance and immediately disclose relevant changes.
- Complete mandatory training and maintain any vaccination, qualification or competency requirements confirmed by Carinya for the role.

Performance and review

Performance is reviewed during employment in accordance with Carinya's performance management processes. This may include reviews during the first three and six months of employment and annually thereafter. This Position Description is not exhaustive and may be reasonably updated to reflect operational, legislative, regulatory or organisational changes.

Acknowledgement

I have read and understood this Position Description. I understand the responsibilities and requirements of the Carer role and agree to carry them out in line with Carinya's values, policies, procedures and reasonable directions.

Employee name	
Employee signature	
Manager signature	
Date	

Version control

Version	1
Updated	30 September 2026
Change summary	Changed format updated strengthened standards
Approval status	Approved
Approved by and date	Robyn Brady DOC – 1/10/2026
Next review	12 Months