

## Position description Personal Carer

### Position details:

<b>Position title:</b>	Personal Carer	<b>Reports to:</b>	Senior Manager Client Services Community Coordinators
<b>Department/Division:</b>	Community Care	<b>Direct reports:</b>	Nil

### Position:

Personal Carers provide care and support to Goodwin Community clients to assist them with independent living within their own home. Personal Carers are part of a team who perform domestic duties, personal care, transport, shopping, medication administration, respite, socialisation and other support tasks. This ensures clients receive services and support to maintain a safe, independent and high quality of life.

### Key responsibilities:

- Provide quality care and support to elderly clients in their home as per care plans.
- Ensure documentation is completed as required by policy and procedures.
- Ensure all allocated work tasks are completed through effective prioritisation.
- Ensure the quality of care and support delivered to clients meets set standards.
- Encourage independence, reablement and wellbeing of clients with a culture of doing with, not for.
- Ensure incidents/events are reported to management as per policy.
- Maintain and promote Goodwin's reputation as a quality aged care provider.
- Maintain the customer service culture and present professionally to all people.

### Medication Assistance:

- When trained, Community Carers undertake medication administration and the responsibilities connected with medication management in accordance with legislation and Goodwin policies and procedures.

### Other:

- Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity.
- Communicates and interacts with all consumers in a dignified and respectful manner.
- Commitment to quality systems and continuous improvement.

### Selection criteria:

#### Essential requirements:

- Current drivers licence.
- Motor vehicle (car) with current registration and full comprehensive insurance that can be used for work purposes. Vehicle must undergo completion of quarterly vehicle check.
- Copies of licence, registration and insurance must be provided prior to commencement and upon renewal.
- Mobile phone (smart phone). It is the responsibility of the carer to ensure the phone is switched on, charged and has sufficient credit, including data, at all times during work time.

#### Qualifications:

- Certificate III Individual Support (Aged Care/Home & Community) (or higher) or similar highly desirable. If you do not possess this qualification, you will be required to attain this within the terms of your agreement.

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- Medication Skill Set highly desirable.

### Essential skills:

- Experience in the delivery of care outcomes for older people.
- Experience in achieving outcomes and skill development.
- Sound level skills in office systems, procedures, documentation and record keeping.
- Ability to work with limited supervision.
- Strong interpersonal skills and ability to communicate with a range of stakeholders.
- Flexibility in work and thought processes to be able to multitask on a variety of diverse work types at the same time.

### Personal Attributes:

- High ethical standard, is trustworthy and confidential.
- Works well individually and as a team member.
- Has consideration and respect for others and their views.
- Shows respect for cultural diversity in all communications and interactions with co-workers and consumers.
- Adapts to changing environments and demands.
- Enthusiastic, energetic, projects a positive image.
- Good attention to detail, efficiency and effectiveness.

### Work health and safety:

- Participate and contribute to WHS practices to ensure a safe work environment.
- Comply with WHS policies and procedures.
- Complete and report hazard notifications as per policy and procedure.
- Attend / complete annual mandatory training requirements.

### Position approval:

This position is approved at GACS Level 5 under the Goodwin EBA.

### Authorisation:

This position description has been authorised as part of Goodwin's document management process. It comes into effect on the date indicated next to the signature.

**Signature:**



**Date:**

6/12/18

**Position:**

Executive Manager Community Care

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