



Stage:
Issued

Wommin Bay
Hostels

Position Description Positive Living Associate (Grade 2)

Version:
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aspire4Life

Group:

**Position
Descriptions**

Reports To:

Positive Living Associate Team Leader

Employment Status:

As per appointment letter

Grade/Award:

Positive Living Associate - Care Service Employee Grade 2

Primary Objective:

As a Positive Living Associate, you are the face of Feros Care, delivering high quality care services to our residents within our Villages. You will contribute to an environment of spontaneity, laughter and fun when performing your duties. These duties shall include, but are not limited to, providing personal care to residents, serving meals, assisting with medications and general cleaning activities.

Key Responsibilities:

Section A - Key Role Specific Responsibilities

Resident Centered Care:

- Perform a range of positive living tasks which involve but are not limited to general cleaning of accommodation, bed making and linen changes
- Provide assistance to residents and undertake personal care tasks by delivering a range of personal care tasks, including, but not limited to daily hygiene; showering, dressing, mouth and eye care, skin, nail, and hair care/brushing, shaving with or without electrics, applying stockings, braces or other appliances, assist with continence care, empty and clean commodes
- Help to create an environment that is spontaneous, positive, vibrant and meaningful to the individual resident
- Carry out plans and activities that encompass our model of care and the domains of wellbeing including the social, emotional and physical needs of our residents, and based on their individual wants and desires or of those closest to them
- Coordinate and assist with daily living tasks including therapies, assisting residents at meal times and supporting individual wants and desires whilst promoting the social independence of residents
- Actively implement client care through acknowledging and addressing the three plagues of Loneliness, Helplessness and Boredom
- Undertake general cleaning functions including, but not limited to, general cleaning, clearing bins and laundry duties
- Assist with therapy programs supporting optimum physical capacity, movement, comfort, and independence of the residents
- Assist and support the clinical needs of residents within your scope of practice including but not limited to medication assistance, wound dressing, vital/ basic observations and continence programs
- Assist and support diabetic residents in the management of their insulin and diet, recognising the signs of both Hyper and Hypo-Glycaemia

- Recognise, report and respond appropriately to changes in the condition of residents, within the skills and competence of the employee and in accordance with Feros Care's policies and procedures
- Assist with therapy programs supporting optimum physical capacity, movement, comfort, and independence of the residents
- Assist in the development and implementation of programs of activities for residents under the supervision of the Wellbeing Lead, Positive Living Manager, Positive Living Team Leader or Registered Nurse

Team Approach:

- Take an active role in the day to day operations of the team including participation in care planning, reviews and reporting issues to the Team Leader
- Act as a mentor and supervise Positive Living Associates- Grade 1 undertaking and supporting you with personal care tasks
- Engage with volunteers to support positive living activities and resident support activities
- Help maintain a safe working and living environment in the residential setting and ensure adherence to all WHS legislation, policies and procedures which include:
 - reporting of incidents and hazards within the workplace
 - compliance with infection control and food safety (HACCP) requirements
 - correct manual handling using lifting equipment and other assisting devices as required
- Display professional, ethical, positive and consistent behaviour within the work environment at all times

Documentation and Quality:

- Ensure services, observations, incidents and accidents are recorded and notified to the Team Leader/ Registered Nurse in charge. The documentation you are required to complete include, but are not limited to, the following:
 - Complete accurate documentation for each resident service, recording services provided, time taken and any additional tasks performed
 - Report, document and communicate to the Team Leader any changes in client care and/or service requirements, such as requests and additional needs
 - Report, document and communicate to the Team Leader any incidents or accidents that have occurred during your shift
- Ensure all appropriate work practice and documentation meet the legislative and funding requirements, organisational policy and procedures
- Respond to customer feedback, completing required documentation and reporting to your supervisor
- Contribute to our continuous improvement program by undertaking/ participating in audits and completing required documentation
- Proactively participate and undertake projects and activities as requested by your supervisor

Section B - Our Common Purpose

Living our Values:

At Feros Care, every person plays an important role in helping us to **empower people to live their best life**. Our **BOLD Values** are unique to us and underpin our much bolder aspirations for our clients, residents, patients, participants and customers. Our values are not just words on a wall or a piece of paper, they shape how we behave and they can be felt by the people who work with us, people who visit us or people who receive services from us.

As part of the Feros Care team you are expected to live the values:

- **GAME CHANGERS** - *Innovators not imitators* - We are the powerhouse of reinvention. We reframe perceptions and challenge conventions.
- **TRIBAL SHAPERS** - *Together we thrive* - We bring our "A" game every day. We work to build a great culture and communities where everyone matters.
- **DREAM MAKERS** - *Powered by possibility* - We create a place where our customers' wildest vision of what's possible comes to life.
- **VIBRANT CREATORS** - *Positive and playful* - We don't fit in we stand out. Our energy is electric, our people are passionate and our purpose is real.
- **KINDNESS WARRIORS** - *Committed to care* - We give our time, energy, integrity and knowledge, but above all we give our hearts.

Leading with Technology:

Feros Care utilises technology to not only support our clients live their best lives, but it's also the way we communicate; the way we report and document; the way we learn; the way we participate and most importantly how we engage with each other. To join us you must be:

- Willing to embrace technology solutions that will not only help our clients but also allow you to learn, participate and engage with your work colleagues and the organisation
- Confident using technology such as smart phones, tablets, laptops, video conferencing, GPS and search engines to access information and support our clients
- Eager to look for new and exciting ways to support our clients with technology that will solve issues and achieve their goals

Work Health and Safety (WHS):

All Feros Care staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Comply with the Feros Care WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
- Correct minor hazards as applicable

All staff are encouraged to be proactive and participate in activities and programs designed to improve health and safety.

Personal Attributes and Qualities:

To be highly effective in this role you will need to identify with the following personal qualities:

- Genuinely listens and takes time to understand the real message
- Able to prioritise and deal effectively with multiple conflicting priorities
- Clearly enjoys interacting and engaging with clients
- Presents professionally at all times in dress, appearance and communication
- Safety and risk conscious
- Embraces new technology
- Able to think on your feet
- Ensures clients are in the driving seat of decisions
- Resilient when under pressure
- Overcomes challenges with enthusiasm and positivity
- Adapts willingly to change, viewing it as a learning opportunity
- Stays true to the essence of Feros Care (culture, values, philosophy, service model) during change situations
- Tirelessly determined to complete tasks and see them through
- Motivated by making a real difference to the lives of others

Criminal History:

This position requires a mandatory National Police Check to be conducted if chosen to be the successful candidate. The National Police Check will be renewed every 3 years.

Essential Criteria for Position:

Essential Skills, Experience and Knowledge:

- Passion for supporting older people to live their best life
- Ability and willingness to work shift work over a 7 day/24 hour roster
- Work experience or lived experience supporting people with care needs and/or
- Experience delivering hospitality or domestic services in an aged care or group home setting
- Physical fitness and strength consistent with the requirements of the role
- Ability to positively contribute to a team environment
- Demonstrated enthusiasm and commitment to implementing our Model of Care and living our Feros Care values
- Willingness to perform general cleaning duties

Qualifications, Certificates and Registrations:

- Certificate III in Individual Support or similar

- Unit of Competency HLTHPS006 Assist clients with medication (or willingness to obtain if required)

Essential Ability Requirements:

- Physical suitability and competence: Physical fitness including (but not limited to): manual handling, carrying, standing/sitting for long periods of time

Desirable Criteria for Position:

- Previous experience working within the aged and/or community care industry
- Well-developed verbal and written communication skills

Summary of Specific Responsibilities

Note: Refer to Procedures, Work Instructions and Practice Documents to view the responsibilities of this Position.

Incumbent Statement:

I have read, understand and accept the above Position Description for Positive Living Associate (Grade 2).

Signed: Date: ... / ... /

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