



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Carer
<b>DEPARTMENT:</b>	Mercy Aged Care - Residential
<b>CLASSIFICATION:</b>	Level 1 & 2
<b>AWARD/AGREEMENT</b>	MCS 'RAC LHMU Union Collective Agreement'
<b>REPORTS TO:</b>	Registered Nurse on Duty
<b>APPROVED/REVIEWED</b>	
(Signed) _____ Manager Residential Aged Care	Date _____

### ORGANISATIONAL MISSION AND VALUES

MercyCare is committed to employing a caring and dedicated team of employees who provide services that enhance the quality of life in the community. Staff are called to behave in such a way that upholds the MercyCare Mission and demonstrates the Values of Compassion, Justice, Respect, Integrity and Excellence and to work co-operatively and collaboratively.

A commitment to the Mission and Values of Mercy is reflected in the attitudes, behaviour and actions of staff, process of decision making, MercyCare's policy and procedures, the quality and nature of MercyCare's services, provision of staff development programs, implementation of tasks and in the way people are related to and cared for, particularly staff and customers.

Every person working in Mercy is required to behave at all times in a way which upholds the MercyCare's Values.

### 1 JOB PURPOSE

The Carer is primarily responsible to provide individualized personal care according to the resident's Care Plan, in order to maintain resident independence, and to enable residents to enjoy a quality of life similar to that experienced in the community.

## **2 KEY RESPONSIBILITIES**

- 2.1 Mission
- 2.2 Teamwork
- 2.3 Quality
- 2.4 Occupational Safety & Health
- 2.5 Compliance with Aged Care Facility Standards
- 2.6 Working knowledge of Standards

### **2.1 Mission**

- 2.1.1 Act as a role model for the Mission and Values of MercyCare.
- 2.1.2 Promote the integration of Mission with operational management.

### **2.2 Team Work**

- 2.2.1 Participate as a valued team member promoting and contributing to a supportive team environment.
- 2.2.2 Act in a manner that is congruent with the Mission and Values of MercyCare.

### **2.3 Quality**

- 2.3.1 Participate in, contribute to, and implement quality improvement ideas and principles.

### **2.4 Occupational Safety & Health**

- 2.4.1 Work within the guidelines and regulations as set down by the organisation as they relate to occupational safety and health and ensuring that services are delivered a safe manner both for the incumbent and for the customer.
- 2.4.2 Responsible for reporting any Occupational Safety and Health Issues to the appropriate person within the department.
- 2.4.3 Practice appropriate infection control and follow universal precautions.
- 2.4.4 Utilise personal protective equipment.

### **2.5 Compliance with Aged Care Standards**

- 2.5.1 Comply with Aged Care Standards, legislation and policies governing practice.
- 2.5.2 Assume appropriate level of responsibility toward the roster, and punctuality to work commitments.

- 2.5.3 Demonstrate care of company and resident property.
- 2.5.4 Attend in-service education and meetings where appropriate and demonstrate keen interest in, and attendance at professional development sessions.
- 2.5.5 Attend mandatory training as required by position.
- 2.5.6 Demonstrate appropriate skill level.
- 2.5.7 Demonstrate sound teamwork.

## **2.6 Working Knowledge of Standards**

- 2.6.1 Deliver care in accordance with individual care plans.
- 2.6.2 Report concerns and observations about residents to the Registered Nurse.
- 2.6.3 Consult with residents about their care needs.
- 2.6.4 Consider privacy, dignity and individual background and cultural needs of residents in daily care and interaction.
- 2.6.5 Maintain an environment free from unnecessary noise.
- 2.6.6 Assist and enable residents to participate in chosen activities.
- 2.6.7 Maintain effective communication with residents, relatives, supervisors and colleagues.
- 2.6.8 Seek assistance and guidance when required.
- 2.6.9 Report and document appropriately for resident's needs and in accordance with Care Planning and funding requirements.
- 2.6.10 Demonstrate competence in personal care and mobility assistance.
- 2.6.11 Demonstrate competence in continence management.
- 2.6.12 Demonstrate effective time management without compromising quality care.
- 2.6.13 Allow residents freedom to make independent decisions and respect those decisions. Consult promptly with the RN when this differs from the Care Plan or assessed need.

### **3 JOB RESPONSIBILITY**

- 3.1 Performance Management
- 3.2 Confidentiality
- 3.3 Policies and Procedures
- 3.4 Equal Employment Opportunity
- 3.5 Development
- 3.6 Personal Effectiveness

#### **3.1 Performance Management**

- 3.1.1 Regular (and where possible daily) feedback will be constructively and respectfully provided to all staff members in line with continuous improvement goals. Upon satisfactory completion of the three (3) month probationary period formal substantiation of the employment contract shall be made and agreed to in writing by both parties. Thereafter all employees are required to participate in the annual Performance Review process.

#### **3.2 Confidentiality**

- 3.2.1 Maintain confidentiality of all information in accordance with the Mercy Community Services – Confidentiality Policy.
- 3.2.2 At no time shall any property, including documentation be removed from the premises, without approval from the Manager.

#### **3.3 Policies and Procedures**

- 3.3.1 Understand and comply with all divisional and organisational policies and procedures.

#### **3.4 Equal Employment Opportunity**

- 3.4.1 Understand and comply with Equal Opportunity Legislation.

#### **3.5 Development**

- 3.5.1 Proactively attend and participate in personal and professional development programs, seminars as appropriate to maintain current best practice.

#### **3.6 Personal Effectiveness**

- 3.6.1 Recognise the necessity to continually develop skills and acquire additional knowledge appropriate to the position.
- 3.6.2 Dress appropriate to the expectations of the specific work area and Occupational Safety and Health requirements.

**4. POSITIONS REPORTING TO OR SUPERVISED BY THIS POSITION**

4.1 N/A.

*I (Staff Member's name).....have read,  
understand and agree to work within the above position description.*

*Staff Member's signature..... Dated .....*



## SELECTION CRITERIA

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Responsible to:	Registered Nurse on Duty

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### **1 QUALIFICATIONS**

- 1.1 Certificate 111 in Aged Care or Community.

### **2 COMMUNICATION**

- 2.1 Effective communication skills and ability to work as a team member.

### **3 SKILLS & RELEVANT EXPERIENCE OR KNOWLEDGE**

- 3.1 Previous experience as a Carer.
- 3.2 Ability to work autonomously, as well as part of a team.

### **ESSENTIAL SKILLS AND ABILITIES**

The following skills and abilities are considered essential for the position:

- A willingness and capacity to embrace the mission and values of MercyCare.
- Work within MercyCare's Policies and Procedures.
- National Police Clearance on commencement.