

POSITION DESCRIPTION

Position Title:	Personal Care Worker Community
Department/Location:	Refer to Letter of Offer
Employment Status (Full-time/part-time/casual):	Refer to Letter of Offer
Reports To:	Personal Care Worker Coordinator (PCW Coordinator) and Manager
Direct Reports:	NIL
Key Relationship's/Interactions:	Internal: Managers, PCW Coordinator, PCW's, Administration Officers, Registered Nurses, Clinical Nurses, Diversional Therapist and other Allied Health staff, HRRS
	External: Clients, Clients families/Carers, Medical Professionals, Colleges/TAFES/Universities, Agency PCWs and RNs

About Spiritus:

Our **Vision**

To create a more caring, just and inclusive society consistent with the teachings of Christ.

Our **Mission**

As a caring ministry of the Anglican Church we will:

- enrich people's lives through compassionate service and advocacy for social justice in partnership with communities and parishes;
- respond with innovation and courage to the needs of our community, especially those most at risk; and
- demonstrate a passionate and determined commitment to excel as leaders in quality caring service.

Our **Values**

Dignity: We accept, value, encourage and empower others to pursue their personal goals

Respect: We exhibit profound respect, integrity and humility in all our relationships

Care: We demonstrate thoughtful stewardship and take personal responsibility in all we do

Joy: We actively embrace opportunities to share, and experience, hope and happiness

Our **Environment**

Spiritus is an Anglican not-for-profit organisation providing caring and supportive services in partnership with government and other support organisations, to respond to identified needs in our community.

Spiritus is committed to enacting a Christian response to social and community welfare issues and aged and community care needs, particularly with respect to disadvantaged members of the community. Whilst serving the community as a whole we value and respect the needs, rights and personal choices of the individual.

Spiritus is the name for all services operating within the Anglican Community Services which was formed by the combination of St Luke's Nursing Service, Anglican Care of the Aged and Anglicare Southern Queensland.

The Anglican Community Services Commission (ACSC) operates under a Diocesan Governance Canon defining its role in terms of Corporate Governance, Strategic Direction of the organisation and the regulation of Management, and reports to the Archbishop in council. The Canon authorises the ACSC to operate in the areas of community welfare, social justice, health, aged and community care.

All Spiritus services are enhanced and supported by a centralised Shared Services infrastructure including Care Services leadership; Direction and Development (including Innovation & Improvement Services, Business Direction and Strategic Asset Management); Finance; Director of Mission; Human Resource Support Services (including Payroll, WH&S and Volunteer Services); Information & Communication Technology and Marketing, Mission and Communication.

Position Statement / Overall Purpose:

The Personal Care Worker's positions major responsibility, is to provide quality assistance with a range of activities of daily living, including hygiene and grooming, shopping, respite, domestic assistance and cooking of meals. to selected clients. The clients have been assessed by an appropriately qualified person as not requiring nursing care, and where the client retains responsibility for monitoring their own ongoing health status.

The Personal Care Worker is also responsible for ensuring that clients are cared for with the utmost respect for the client's privacy.

Works in accordance with the values of Spiritus and will support core business by providing guidance and advice within this positions specialty area.

Education and Experience:

Essential:

- The ability to work towards successfully obtaining a Certificate III;
- Demonstrated Initiative, to be well organised and observant of clients changing needs;
- Hold, (or be able to obtain), a current Queensland Licence.
- Hold, (or be able to obtain), a current First Aid Certificate and CPR Certificate;
- Obtain and maintain a National Police Certificate (or have the ability to hold and maintain one); and
- A willingness and ability to undergo vocational training and learning as requested.

Desired:

- Completed Certificate III in Community Services (Aged Care) or equivalent – or partially completed or working towards one and/or working experience within this position; and
- Have experience working within a Not for Profit/Community based organisation

Key Selection Criteria:

- Ability to treat clients with the utmost respect and privacy, ensuring that the quality care provided is first class;
- Demonstrated ability to work effectively, respectfully and collegially in team environment;
- Possess highly developed interpersonal skills to be able to work with clients of differing natures, whilst maintaining professional boundaries;
- Demonstrated time management skills and ability to multi-skill work duties, to maximise productivity whilst ensuring due care is completed within set timeframes;
- Demonstrated ability to be flexible in regard to, the sometimes necessary changes to working hours, run sheets etc;
- Possess sound written and verbal communication skills;
- Beginner to intermediate computer skills and knowledge;
- Have access to a reliable and safe motor vehicle;
- Demonstrated safe and legal driving practices of a motor vehicle; and

- Ability to read care plans and road maps, to complete daily work tasks;

Key Position Responsibilities:

1) Direct Care

- Complete domestic duties of a routine nature so that the home, is in a tidy and as clean a state as possible;
- Perform hygiene tasks as directed by the client and case plan;
- Empower clients to meet their social needs;
- Complete general receipting of monies from client/carer payments;
- Act as a role model in promoting positive healthy behaviours; and
- Maintain appropriate client/worker boundaries within relationship.

2) Policies and Procedures

- Maintain safety of self and client/carer at all times, in accordance with occupational health and safety requirements;
- Conduct relevant assessments and reviews of clients, where required and after receiving instruction and assessment in techniques / tools.
- Undertake risk assessments using the organisation's documentation and in accordance with protocols;
- Maintain confidentiality of client/carer and staff;
- Actively consult with the case manager when the care requirements of the client requires expertise beyond own capabilities;
- Actively participate in quality improvement and continuous learning to assist in review of work practices;
- Identify and set boundaries with client/carers at all times.

3) Knowledge and Skills

- Participate in internal and external training to increase and maintain knowledge and skill level;
- Complete competencies as described in the professional development handbook;
- Organise and manage workload to ensure runs are completed on time and to a satisfactory level;
- Understand and be confident of how to respond appropriately in an emergency situation, to an appropriate level;
- Use Spiritus computer programs, where required.

Delegation of Authority:

- NIL