

POSITION DESCRIPTION

Position Title:	Carer Support
Direct Supervisor:	Registered Nurse
MAIN PURPOSE OF POSITION:	
The primary purpose of this role is to provide support to the Care team by undertaking general housekeeping duties and assisting with personal care and social support of the residents as directed.	
Accountabilities	Standards of Performance
Work Health & Safety	<ul style="list-style-type: none"> ▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. ▪ Follow Infection Prevention and Control procedures and standards relevant to the role. ▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. ▪ Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> ▪ Acts with honesty, empathy and kindness towards co-workers and clients. ▪ Engages and works collaboratively with others through a shared purpose to achieve goals. ▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity. ▪ Takes responsibility on an individual level to strive for excellence; ▪ Accepts and responds constructively to feedback. ▪ Is aware of own strengths and limitations and seeks help from others as required; ▪ Adapts communication style and messages to suit different personalities and cultures.
Risk	<ul style="list-style-type: none"> ▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.
Quality	<ul style="list-style-type: none"> ▪ Actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions. ▪ Contribute effectively towards the organisation's quality accreditation processes.
Values	<ul style="list-style-type: none"> ▪ Adhere to all CapeCare policies and procedures. ▪ Own conduct and approach aligns with the CapeCare Way. ▪ Commits to the values of: <ul style="list-style-type: none"> ▪ <i>Compassion Respect Partnership Commitment</i> ▪ Challenges behaviour in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Nil formal qualifications required 	
TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)	

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<ul style="list-style-type: none"> ▪ Strong time management skills ▪ Strong problem solving skills ▪ Ability to work independently ▪ Ability to show initiative and undertake tasks without prompting
RELEVANT EXPERIENCE: (Detail the required level for recruitment)
<ul style="list-style-type: none"> ▪ Previous experience in a housekeeping or cleaning role would be preferable ▪ Previous experience in the aged care industry would be desirable
KEY ACCOUNTABILITIES OF THE ROLE: (Detail the specific tasks and responsibilities for the role)
<p>Housekeeping</p> <ul style="list-style-type: none"> ▪ Upkeep all residential communal areas within allocated area/wing including vacuuming, dusting, mopping and cleaning all floors, surfaces and furniture; ▪ Clean and restock residents' rooms and bathrooms (as per weekly cleaning schedule); ▪ Clean and restock all public areas with allocated wing including all bathrooms and wash hand basins; teamaking stations; defrosting fridges to schedule. ▪ Clean all staff areas in allocated area/wing including nurses station, pan room, laundry/skip room; ▪ Make residents beds daily including replacing linen and towels as per schedule; ▪ Ensure laundry/skip room remains tidy and replace skips throughout day ensuring linen bags are packed to the correct weight; and ▪ Any other general housekeeping tasks to ensure the tidiness and upkeep of the allocated area/wing to appropriate standards. <p>Care Support</p> <ul style="list-style-type: none"> ▪ Answer call bells and assist residents where possible and escalating appropriately to Care staff when required; ▪ Assist at meal times delivering meal trays and feeding residents as directed by RNs, CapeCare Team Leader or senior care staff; ▪ Assist the Care staff with transferring residents and using appropriate equipment within the scope of the training provided, and using sound manual handling principles. Ensure that all equipment used in in safe working order before use, and cleaned as appropriate after use; and ▪ Any other support task within scope as per directed by the Care of Nursing staff.
Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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