

**POSITION SPECIFICATION AND DESCRIPTION**  
**CARE SERVICE EMPLOYEE (GRADE 2)**

<b>RESPONSIBLE TO:</b>	Through the Registered Nurse to the Director of Care Services (DOCS)
<b>ROLE PURPOSE:</b>	Responsible for the delivery of planned individualised resident care within level of demonstrated competence.
<b>AWARD:</b>	St Andrews Village Ballina Collective Agreement 2008
<b>UNIFORM:</b>	In accordance with internal policies and workplace health & safety.
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>▪ Certificate III in Aged Care or equivalent</li> </ul>
<b>ESSENTIAL CRITERIA:</b>	<ul style="list-style-type: none"> <li>▪ Certificate III in Aged Care or equivalent</li> </ul>
<b>DESIRABLE:</b>	<ul style="list-style-type: none"> <li>▪ Previous experience in residential care setting</li> </ul>

**ST ANDREWS VISION:**

St Andrews Village Ballina strives to be a learning organisation that responds to the dynamic environment of aged care through responsible governance and a commitment to quality care.

**ST ANDREWS MISSION:**

St Andrews Ballina identifies and responds to the evolving care needs of the ageing individual.

**ST ANDREWS VALUES:**

St Andrews holds the highest respect for its residents, clients and each other, within a framework of compassion and teamwork, trusting in each other to deliver the best possible level of service.

<b>KEY RESPONSIBILITIES</b>	
<b>Work with Colleagues</b>	<ul style="list-style-type: none"> <li>▪ Work cooperatively as a team member and maintain healthy communication with stakeholders at all times.</li> <li>▪ Work within level of skill and knowledge and seek assistance from a registered nurse or colleagues as necessary.</li> <li>▪ Contribute to continuous improvement by participation in committees and attendance at relevant meetings.</li> <li>▪ Practice a duty of care to each other by respecting each others' integrity and ability to contribute to a cohesive and harmonious team.</li> <li>▪ Support new or less experienced staff through the sharing of knowledge and by example.</li> <li>▪ Demonstrate flexibility to meet the changing needs of the facility.</li> </ul>
<b>Deliver Planned Individualised Resident Care</b>	<ul style="list-style-type: none"> <li>▪ Perform delegated care activities in accordance with residents' plans of care and St Andrews Village Ballina Ltd policies and procedures.</li> <li>▪ Observe, identify and report to a registered nurse variations in residents' abilities and/or conditions.</li> <li>▪ Contribute to on-going care planning.</li> <li>▪ Participate in case conferences as required.</li> <li>▪ Accept direction and seek assistance from a registered nurse to fulfil role requirements.</li> </ul>

<p><b>Work within the mission and philosophy of the Organisation</b></p>	<ul style="list-style-type: none"> <li>▪ Work within the stated mission statement, philosophy and objectives of St Andrews Village Ballina Ltd.</li> <li>▪ Promote and articulate the role and function of St Andrews Village Ballina Ltd with residents, relatives, other health workers and the wider community.</li> <li>▪ Acknowledge and maintain residents' rights and confidentiality in accordance with the Charter of Residents' Rights.</li> <li>▪ Work according to St Andrews Village Ballina Ltd policy, protocols and procedures.</li> <li>▪ Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.</li> </ul>
<p><b>Demonstrate a Commitment to Training and Development</b></p>	<ul style="list-style-type: none"> <li>▪ Maintain skills and knowledge related to work role.</li> <li>▪ Attend relevant in-service education sessions.</li> <li>▪ Seek opportunities to undertake continuing education provided by external agencies.</li> <li>▪ Maintain own service and continuing education records.</li> <li>▪ Share knowledge and expertise with other members of the work team gained through attendance at education forums.</li> <li>▪ Participate in regular performance review in accordance with St Andrews Village Ballina Ltd policy.</li> </ul>
<p><b>Work within the Work Health and Safety Policy and Protocols of St Andrews Village Ballina</b></p>	<ul style="list-style-type: none"> <li>▪ Perform work activities and functions in a manner which promotes personal safety and risk management.</li> <li>▪ Identify hazards in the work area and report in accordance with St Andrews Village Ballina Ltd policy and protocol.</li> <li>▪ Report all resident, staff and visitor incidents utilising the appropriate incident forms.</li> <li>▪ Follow organisational guidelines for safe manual handling.</li> <li>▪ Select and use appropriate equipment according to St Andrews Village Ballina Ltd policy and procedures.</li> <li>▪ Apply Standard and Additional Precautions according to St Andrews Village Ballina Ltd policy and procedures.</li> <li>▪ Use and store chemicals in accordance with relevant Safety Data Sheets.</li> <li>▪ Attend compulsory fire safety lectures, evacuation drills and manual handling training.</li> </ul>