



## Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

### On Luck Chinese Nursing Home

#### Job Description: Personal Care Assistant

#### Qualification:

Certificate III in Aged Care / Individual Support

Valid Police Check

#### Experience:

Essential:

1. Experience in working in a residential aged care facility.
2. Have high level of interpersonal and communication skills.
3. Good customer service skills, willing to consult consumers on their needs, choice and preference.
4. Demonstrated capacity in delivering safe and quality care and services.
5. A good team player
6. Able to document in English
7. Able to speak at least 1 Chinese dialect
8. Reliable, professional, Caring and respectful to consumers.

#### Desirable:

1. An understanding of the requirements of Aged Care Quality Standards an advantage
2. Able to speak both Cantonese & Mandarin is highly desirable

#### Hours of Work:

Hours per week as agreed

#### Responsible to:

Director of Nursing (DON) / Line manager / Nurse in charge

#### Responsibilities:

1. Special Duties relating to PCA
  - 1.1. Take responsibility in a positive attitude for the provision of holistic care of residents as allocated including but not limited to:
    - Nutrition
    - Personal hygiene
    - Mobility
    - Continence management
    - Oral & dental care
    - Skin Care
    - Behavioral management

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Personal Care Assistant	Page 1 of 4	Reviewed by: COO	Reviewed date: Mar 2023 V4

- Sleep management
  - Emotional & social supports.
- 1.2. To undertake the administration of medication as delegated and under provided guidance by Registered Nurses (RN) and Enrolled Nurses (EN).
  - 1.3. To report to Nurse in Charge immediately any issues of concern / breach of provision of care of residents.
  - 1.4. Participate in the evaluation of residents care needs and observations on a regular basis as defined within the system of care e.g. Resident of the Day.
  - 1.5. Document in the residents clinical records care provided (electronic and paper based) and the outcomes of care. Ensure documentation is clear, accurate and subjective.
  - 1.6. Participate in the ACFI assessments and documentation according to plan and scheduled time.
  - 1.7. To communicate professionally with care recipients, their representatives and other staff.
  - 1.8. To attend mandatory trainings, staff meetings and other activities as required.

2. General

- 2.1 Ensure compliance with the mission & vision of Chinese Community Social Services Centre Inc. (CCSSCI) – On Luck Chinese Nursing Home.
- 2.2 Ensure compliance with statutory regulations - the Aged Care Quality Standards.
- 2.3 Be empathic with care recipients.
- 2.4 Ensure that the personal care delivered meets care recipients’ individual needs.
- 2.5 Ensure do not leave care recipients unattended during procedures.
- 2.6 Be able to work independently (without close supervision).
- 2.7 Display a pleasant and courteous manner at all times.
- 2.8 Ensure effective working relationships and teamwork among colleagues.
- 2.9 Ensure supplies are used economically.
- 2.10 Ensure adherence to the principles of strict confidentiality.
- 2.11 Agrees to obey all reasonable lawful directions and instructions given by the Employer or a specific supervision.

3. Quality Assurance

- 3.1 Participate actively in the Quality Assurance System of the Nursing Home to provide evidence based continuous improvement activities.
- 3.2 Report any relevant problems or concerns for continuous improvement to Department Head / Line manager.

4. Infection Control

- 4.1 Ensure compliance with Infection Control Standards.
- 4.2 Adhere to the principles of Universal Precautions.

5. Education

- 5.1 Participate in all mandatory training sessions i.e. Elder Abuse, Manual Handling (annually), Fire and safety Training (annually), Fire Evacuation / Drill (annually) and CPR (annually).
- 5.2 Participate in the on-going education and training of the Nursing Home when required.

6. Occupational Health and Safety

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Personal Care Assistant	Page 2 of 4	Reviewed by: COO	Reviewed date: Mar 2023 V4

Staff  
Initials

- 6.1 Provide and maintain so far as is practicable a working environment that is safe and without risk to Health
- 6.2 Take care of your own health and safety; and the health and safety of any other person who may be affected by your acts or omissions at workplace.
- 6.3 Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and organization policies and promote a working environment that is congruent with these guidelines.
- 6.4 Ensure that a safe, clean and comfortable environment is maintained for all care recipients.
- 6.5 Wear comfortable non-slippery shoes for work.
- 6.6 Operate equipment only if you are fully aware of correct operational procedures, inform Nurse in charge if you are unfamiliar with the operation of any equipment in relation to your duties.
- 6.7 Use correct manual handling techniques and adhere to care recipients’ needs as per Nursing Care Plan when lifting / transferring residents.
- 6.8 Ensure care recipients’ privacy and dignity is respected by informing and instructing prior to attending to procedures for or with care recipients.
- 6.9 Ensure that care recipients are well positioned with correct body and limb alignment at all times.
- 6.10 Ensure furniture is correctly stowed so as to reduce the risk of care recipients’ fall.
- 6.11 Ensure all spills are cleaned from the so as to reduce the risk of care recipients’ slipping.
- 6.12 Report accidents / incidents of staff and care recipients and ensure that documentation is done in a timely manner.
- 6.13 Report hazards, unsafe equipment or breakage to Nurse in charge / department head as soon as practicable.
- 6.14 Cooperate with the Return to Work Coordinator on return to work policy when and where appropriate.

7. Confidentiality

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act, the Health Record Act and Australian Privacy Principles.

8. Equal Employment Opportunity

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behavior and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

9. Workplace Relations

Treat all employees of the Organization with respect and dignity and without discrimination or harassment. Employ the skills of timely and effective communication with healthcare personnel to guide and achieve optimal resident/performance outcomes.

**Appraisal:**

- Within 6 months / as per contract term, then after every 2 years performance appraisal / as deemed necessary

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Personal Care Assistant	Page 3 of 4	Reviewed by: COO	Reviewed date: Mar 2023 V4

Staff  
Initials

\* Statements included in this job description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

\* Prior to accepting any offer of employment, prospective employee will be required to read and commit to the On Luck Chinese Nursing Home Staff Handbook & Code of Conduct, including (but not limited to) issues of Occupational Health & Safety, Equal Opportunity and Confidentiality.

I \_\_\_\_\_ have read, understood and accept the above job description

\_\_\_\_\_  
Signed by staff

\_\_\_\_\_  
Date

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Personal Care Assistant	Page 4 of 4	Reviewed by: COO	Reviewed date: Mar 2023 V4