



<b>Position:</b>	Community Care Worker (Personal Care Worker)
<b>Reports Operationally to:</b>	Team Coordinator
<b>Reports Professionally to:</b>	Director of Nursing
<b>Reports to:</b>	Primary Nurse in relation to daily client care
<b>Classification:</b>	Health Professional and Support Services Award 2010
<b>Date:</b>	July 2006, Updated January 2010

**Qualifications: (Selection Criteria)**

- Certificate 3 or 4 in Aged and Community Care, including units in:
  - Personal care
    - *CHCHC302B Provide personal care in a home and community care environment, or*
    - *CHC08 Community Services Training Package:, or*
    - *CHCICS301A Provide support to meet personal care needs, or*
    - *CHCICS401A Facilitate support for personal care needs*
- First Aid (*HLTFA 301B Apply first aid*)
- Competency Based Medication
  - *CHC02 Community Services Training Package*
  - *CHCCS304A Assist with self medication*
  - *or*
  - *CHC08 Community Services Training Package*
  - *HLTAP301A Recognise healthy body systems in a health care context*
  - *and*
  - *CHCCS305A Assist Clients with medication (Note pre-requisite HLTAP301A)*

If a HACC Community Care Worker has already attained *CHCCS304A Assist with self medication* from *CHC02 Community Services Training Package* it is recommended that they complete *HLTAP301A Recognise healthy body systems in a health care context* from *CHC08 Community Services Training Package*. They may also wish to complete *CHCCS305A Assist clients with medication*.



**Key Skills: (Selection Criteria)**

- Ability to provide personal care to clients at home.
- Ability to work as part of a team and independently.
- Good written and verbal communication skills.
- Possess knowledge of community resources available for clients at home.
- Basic computer skills and an eagerness to learn new IT skills.

**Highly Desirable:**

- Fluency in a second language (desirable). *(Please state languages/s)*

**Mandatory Requirements: (Selection Criteria)**

- Current Victorian Drivers License and Demerit Point Statement.
- Police check.
- Working with Children Check (clinical staff only)
- Immunisation status (clinical staff only)

**Primary Objectives:**

As the leading provider in comprehensive and responsive primary health care, BDNH promotes, enhances and continually works towards restoring wellbeing and independence through the delivery of innovative, flexible and responsive specialised home based primary care which supports people in the Ballarat Region to achieve optimal health. The Community Care Worker aids this by:

- To work within the organisation's philosophy and policies to deliver quality care.
- To assist client's with personal care under the guidance of the primary nurse.

**Community Care Practices:**

- To provide personal care within the organisation's guidelines and standards.
- To encourage and assist client's and their families to achieve their optimal levels of functioning and independence under the guidance of the primary nurse.
- The role of the Community Care Worker in the administration of medicines is limited to reminding/prompting the client to self-administer.
- Follow daily clients lists as provided at the beginning of each shift.
- Maintain appropriate infection control techniques
- Ensure that the care plan is read, understood and followed in the duties of the Community Care Worker
- Report any queries/concerns to the Primary Care Nurse or Coordinator promptly
- Assistance/supervision with regard to bathing and showering
- Assistance with dressing and undressing
- Assistance with shaving, hair care and grooming
- Assistance with eating and drinking
- Assistance with toileting
- Assistance with the fitting of aids/appliances such as splints and calipers
- Making the bed for the person in care if appropriate
- Catheter bag care
- Assistance with mobility where no lifting is required:
  - in bed - sitting up and turning
  - out of bed – to stand, walk, sit, and transfers
- Stoma bag care



- Assistance with putting on and taking off TED's
- Maintain appropriate manual and computer documentation of the clients

**Communication/Liaison:**

- To participate, contribute and communicate effectively as a team member on a daily basis.
- To accurately document and record all required information in relation to client care.
- To discuss workload and any client concerns with the relevant Primary Nurse and Team Co-coordinator as necessary.

**Occupational, Health & Safety:**

- Assist in the maintenance of a clean and safe environment for staff and other stakeholders.
- Comply with the provisions of the Occupational Health and Safety Act 2004 by taking all reasonable precautions to ensure the health and safety of self and others.
- Ensure safe practices and report any accidents/incidents or potential hazards in accordance with Ballarat District Nursing and Healthcare's policies and procedures.
- To be responsible for personal adherence to Standard Precautions relating to Infection Control.
- To clean, maintain and re-stock assigned equipment and vehicle.

**Quality and Risk Management:**

- Participate in, contribute to and implement quality improvement and risk management at Ballarat District Nursing and Healthcare.

**Building Organisational Capacity and Improving Operational Support:**

- To be an active participant and/or initiator of Quality/service Improvement activities.
- Participate in agreed portfolio activity.

**Professional Development:**

- Proactively continue personal professional development by attendance at appropriate in-services and seminars.
- To participate in the organisation's performance review process.
- To undertake PCA competencies in line with BDNH policy.

**Performance Management:**

- Orientation will be the first step in the Performance appraisal process. You will then have a three month review as part of your probation and then progress to your Individual Performance Management Plan. Your team coordinator will assist you to develop your plan in line with BDNH Performance Framework. You will be expected to keep a diary throughout the year to assist you in highlighting achievements and areas that need support.
- All staff are expected to comply with BDNH Priority Practices and Behaviors.
- Although you will be allocated to a specific work area to maintain optimal continuity of care, Management reserves the right to direct you to work in other locations as the need arises and to promote flexibility in the workplace.



**Vision, Mission and Values:**

- Capacity to understand and willingness to support and promote the Vision, Mission and Values of Ballarat District Nursing and Healthcare.
- Work in accordance with the Ethical Standards of Ballarat District Nursing and Healthcare.

**Confidentiality:**

- Maintain confidentiality of all information in accordance with your contract of employment.

**Policy and Procedures:**

- Understand and practice the Ballarat District Nursing and Healthcare Policies and Procedures.

**Equal Employment Opportunity:**

- Understand and participate in promoting Equal Opportunity Legislation.

I acknowledge and agree that the above position description is a true and accurate description of my current role.

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Signature of Staff Member

Date