



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Health Care Worker</b>
<b>Location:</b>	Based at Kaniva, but may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Director of Nursing/Nurse Unit Manager
<b>Division:</b>	Clinical Services
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 - 2020
<b>Level:</b>	CW11 or Dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

##### Total Care

Delivering care that is safe, effective and person-centred, always

##### Safety

Providing a safe workplace and services free from avoidable harm

##### Unity

Working well together in a great place to work

##### Accountability

Doing the right thing by our stakeholders and ourselves

##### Innovation

Using our imagination - if there's a better way we will find it

#### Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

**Position Relationships:**

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• Residents</li> <li>• Employees</li> <li>• Director of Nursing/Nurse Unit Manager</li> <li>• Executive Directors</li> <li>• Visiting Medical Officer's</li> <li>• Students</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Community members</li> <li>• Consultants</li> <li>• Customers</li> <li>• Visitors</li> </ul>

**Position Overview:**

To provide appropriate care to the aged care residents at all times and comply by the West Wimmera Health Service policies and procedures of the unit.

**Key Selection Criteria:****Essential:**

1. Ability to effectively communicate with the residents, families, carers and the community.
2. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check)
3. Certificate III in Aged Care.
4. Previous experience working in an Aged Care Residential Facility.
5. Understanding of iCare, ACFI and Aged Care Standards (*aged care facilities*).

**Desirable:**

6. The desire to obtain further qualifications eg. Certificate IV in Aged Care.
7. Current Victorian Driver's License.

**Key responsibilities:**

- To participate in providing a high standard of service for the residents within West Wimmera Health Service.

**Statement of duties:****Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and report changes in the resident's condition.
- Provide personal care to residents to maintain independence and dignity with respect to daily living and lifestyle.

- Attend to relevant charting and daily documentation.
- Assist the Registered Nurse/Endorsed Enrolled Nurse with administration of medications to the residents when required.
- Be involved with the Registered Nurse/Enrolled Nurse the care plan for the individual resident's needs.
- Any other associated duties as delegated by the Director of Nursing/Nurse Unit Manager at any time.

**Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of residents, patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Director of Nursing/Unit Manager.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

**Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, residents, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

**Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By Clinical Executive</b>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>