



**West Wimmera Health Service**  
P.O. Box 231 NHILL, VICTORIA 3418  
Telephone: 5391 4222  
Facsimile: 5391 4228

<b>Position</b>	<b>HEALTH CARE WORKER</b>		
<b>Location</b>	West Wimmera Health Service	<b>Reports to</b>	Director of Nursing or Nurse Unit Manager
<b>Award</b>	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2016-2020	<b>Level</b>	
<b>Effective Date</b>	2014	<b>Next Review</b>	2020
<b>Position Overview</b>			
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>▪ Provision of quality, safe and efficient care</li> <li>▪ Professional Development &amp; Practice</li> <li>▪ Adaptable behaviours</li> <li>▪ Technical Skills</li> <li>▪ Communication</li> </ul>		
<b>Liaises with</b>	<b>Internal:</b> All staff, Managers and Executive Directors <b>External:</b> Patients/Relatives, External consultants		

**POSITION RELATIONSHIPS:**

*Responsible To*

Executive Director of Clinical Services



*Responsible To*

Clinical Operations Manager



*Responsible To*

Director of Nursing / Nurse Unit Manager



*This Position*

Health Care Worker

**KEY RESPONSIBILITIES:**

- To participate in providing a high standard of service for the patient, residents within West Wimmera Health Service.
- To adhere to the philosophies and policies of West Wimmera Health Service.

**STATEMENT OF DUTIES:**

<b>1.0</b>	<b>FACILITY BASED – MAJOR DUTIES</b>
1.1	To provide appropriate and efficient care to residents.
1.2	Provide personal care to residents to maintain independence and dignity with respect to activities of daily living and lifestyle.
1.3	Provide residents nutrition and hydration in a timely manner.
1.4	Ensure resident's daily personal care is provided, residents to be neat, tidy, well groomed: <ul style="list-style-type: none"> <li>▪ Attend to toileting needs.</li> <li>▪ Attend to continence care.</li> <li>▪ Attend to pressure area care.</li> </ul>
1.5	Provide care in accordance to resident's care plan that is individualised, incorporating resident's preferences: <ul style="list-style-type: none"> <li>▪ Assist with administration of medications from an administration aid (blister pack).</li> <li>▪ Attend to monthly observations of residents.</li> <li>▪ Report any deterioration of resident to the Registered Nurse.</li> <li>▪ Attend to relevant charting and daily documentation.</li> <li>▪ Be involved within the team care planning, along with Registered Nurse and Enrolled Nurse staff, for individual residents.</li> </ul>
<b>2.0</b>	<b>TASKS NOT TO BE UNDERTAKEN</b>
2.1	The following tasks are NOT to be undertaken: <ul style="list-style-type: none"> <li>• Any complex health care needs.</li> <li>• Intravenous Therapy</li> <li>• Catheter Care.</li> <li>• O<sub>2</sub> Therapy.</li> <li>• Wound Care.</li> </ul>
<b>3.0</b>	<b>FINANCIAL MANAGEMENT</b>
3.1	Be responsible for the management/adherence to the unit budget.
<b>4.0</b>	<b>QUALITY</b>
4.1	Assist in implementing the objectives of West Wimmera Health Service.
4.2	Assist with the planning and implementation of the Quality Activities program, including participation in preventative maintenance programs.
4.3	Ensure that approved West Wimmera Health Service policies and procedures are adhered too.
4.4	Ensure the West Wimmera Health Service Infection Control and Occupational Health and Safety policies are adhered too.
4.5	Maintain accurate and legible personal care plans allocated by the Director of Nursing/ Nurse Unit Manager.
4.6	Report to the Director of Nursing/ Nurse Unit Manager, any concerns regarding the welfare and deviation to the health status of any resident.
4.7	Be aware of, promote and adhere to the West Wimmera Health Service Infection Control Program.
4.8	Ensure resident's rights; privacy and confidentiality are maintained at all times.
<b>5.0</b>	<b>COMMUNITY INVOLVEMENT</b>
5.1	Positively promote the organisation both internally and externally.
5.2	Cooperate fully with volunteer groups associated with the Service and other interested groups in the community.
<b>6.0</b>	<b>SAFETY AND RISK MANAGEMENT</b>
6.1	Adhere to all mandatory compliance requirements, such as: CPR, No-lift, Fire Evacuation, etc.
6.2	Ensure awareness of the West Wimmera Health Service's emergency procedures.
6.3	Identify measures for patients, residents, clients, visitors and staff safety within the unit using the guidelines of WorkCover as related to the current Accident Compensation Act.
6.4	Conduct regular checking programs to ensure all equipment is in good working order, identifying and recommending to the Director of Nursing/ Nurse Unit Manager, a repair and replacement as required.
<b>7.0</b>	<b>COMMUNICATION</b>
7.1	Disseminate information to the Director of Nursing/ Nurse Unit Manager so that it can be relayed to other Health Care Workers to facilitate a team approach to the care provided.

7.2	Attend relevant meetings with peers and committees, including: <ul style="list-style-type: none"> <li>▪ In-service meeting.</li> <li>▪ Quality Activities meeting.</li> <li>▪ Unit meetings.</li> </ul>
7.3	Maintain a true and accurate time sheet and vehicle logbook.
<b>8.0</b>	<b>APPRAISAL</b>
8.1	Initial appraisal – 6 months after appointment Thereafter – 12 monthly.

**SELECTION CRITERIA:**

<p><b><u>KEY SELECTION CRITERIA:</u></b></p> <ol style="list-style-type: none"> <li>1. Certificate III in Aged Care.</li> <li>2. Previous experience working in an Aged Care Residential Facility.</li> <li>3. Victorian Driver’s Licence.</li> <li>4. Ability to communicate with clients, families, carers and the public.</li> </ol>
<p><b><u>DESIRED SELECTION CRITERIA:</u></b></p> <ol style="list-style-type: none"> <li>1. Certificate IV in Aged Care.</li> </ol>
<p><b><u>SPECIALISED EQUIPMENT OPERATED:</u></b></p> <ul style="list-style-type: none"> <li>▪ Patient / Resident Lifting Machines, Medication Trolleys, Patient / Resident Beds, Wheelchairs, Patient &amp; Resident Chairs &amp; any other types of medical equipment as required.</li> <li>▪ Computers, photocopiers, facsimile machines and all other equipment as required.</li> </ul>

**CERTIFICATION:**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.

<p><b><u>Signature:</u></b></p> <p>.....</p> <p><i>Health Care Worker</i></p> <p><b>Date:</b></p>
<p><b><u>Signature:</u></b></p> <p>.....</p> <p><i>Director of Nursing/Nurse Unit Manager</i></p> <p><b>Date:</b></p>
<p><b><u>Signature:</u></b></p> <p>.....</p> <p><i>Executive Director of Clinical Services/Clinical Operations Manager</i></p> <p><b>Date:</b></p>