

# JOB DESCRIPTION

## Role: PERSONAL CARER

**General Description:** Personal Carers assist our clients with their personal needs in order for them to remain living in their own homes.

### ***Qualifications & Experience:***

Certificate III in Community Services and/or equivalent or greater

Senior First Aid Certificate

Current CPR Certificate

Police Check clearance

Previous experience in personal care duties

Ability to relate to older people with empathy and understanding

Ability and willingness to follow written and verbal instructions

Commitment to work as part of a team

Understanding of privacy and confidentiality requirements

Telephone and electronic communication accessibility

Current driver's license and availability of an appropriate vehicle with current comprehensive insurance

Ability to use initiative and work independently whilst being aware of sharing responsibility

**REPORT TO:** Regional Manager/ RN

**Gold Coast:** Jenny Cole 0410 160 521

**Brisbane:** Martin Healy 0422 889 273

### ***Personal Care***

- Assisting clients with their personal care needs – this may include toileting, bathing, oral hygiene and other personal hygiene needs.
- Assisting clients with food preparation and planning and feeding (if required)
- Ensuring that the client maintains adequate hydration and nutrition
- Remind clients to take medication from Webster packs
- Monitoring any changes in the client's needs and reporting them
- Ensure the client is clean and comfortable
- Assisting with walking and transfers
- Observe and record the limitations/ increased assistance needs of the client

### ***Domestic Assistance***

- Performing *light* housekeeping on a regular basis (refer to the Operations Manual for more detail)
- Perform laundry duties as required
- Food preparation
- Shopping for/with the client
- Transport e.g. to medical appointments, social engagements and other outings as required etc.
- Assisting with celebrations and special events

### ***Social Support***

- Provide personal assistance according to the needs and wishes of the client
- Encourage the client to perform tasks as per the Care Plan
- Assist the client with emotional, psychological, cultural and spiritual needs
- Supporting the maintenance or restoration of the client's independence

- Supporting the interests, needs and rights of the client

***Additional Responsibilities:***

- It is the responsibility of the carer to ensure that the directions of the Care Plan are adhered to
- Observe and record in the client's documentation any perceived changes in the client's needs. If urgent contact Caregivers Management – Regional Manager/RN or the Director
- Maintaining effective communication with both client's and management
- Demonstrate respect for the rights, confidentiality, independence and dignity of clients and their families
- Immediately report any changes in client's condition or incidents to Caregivers Management – Regional Manager/RN or the Director.
- Carry out instructions from the Regional Manager/RN and also the Care Plan
- Complete all documentation as required, ensuring what is written is brief, factual and not diagnostic
- Comply with Caregivers policies and procedures
- Advocacy