

EXTENDED CARE ASSISTANT

POSITION DETAILS:

Position Title:	Extended Care Assistant	Reports To:	Facility Manager through Registered Nurse
Department/Division:	Care Services	Direct Reports:	NIL

POSITION SUMMARY

The role of the Extended Care Assistant is to ensure the highest standard of care is delivered to care recipients, whilst maintaining good care recipient and family relationships. All whilst maintaining a safe working environment and adopting safe work practices.

KEY RESPONSIBILITIES

Ensure the highest standard of care is delivered to care recipients by:

- Assisting in the implementation of care as described in care plans in consultation with the Registered/Enrolled Nurse.
- Actively participating in the development and review of care plans and other documentation relevant to the care of individual care recipients through ongoing communication and liaison with all members of the health care team.
- Undertaking personal care in accordance with the care plan.
- Encouraging, motivating and assisting care recipients to participate in social and physical activities within their capabilities.
- Encouraging, motivating and assisting care recipients to perform all tasks associated with maintaining their personal independence.
- Reporting changes in care recipient's health status to Registered/Enrolled Nurse.
- Reporting and recording observations of changes in care recipients' behaviour or physical and mental health in a timely manner and in accordance with Southern Cross Care (Tas) Inc. Policy and Procedures.

Ensure work practices are continually improved and comply with the Aged Care Standards and Aged Care Act by:

- Reporting and documenting all issues/concerns/matters in accordance with Southern Cross Care organisational policies and procedures.
- Recording care recipients' care assessments, care plans and any other documentation in accordance with Southern Cross Care (Tas) Inc. procedures.
- Raising issues identified affecting care or the environment using Continuous Improvement System.
- Participating in the implementation of new and/or revised programs to ensure the Aged Care Quality Standards are met.
- Identify issues and/or opportunities for improvement in the care delivery environment by using the Continuous Improvement System.

Maintain good care recipient and family relationships by:

- Consulting residents about their preferences when carrying out tasks thus enabling care recipients to make choices about their care.
- Considering an individual care recipient's cultural and religious preference when interacting and assisting in daily care activities.
- Engaging with care recipients, families, advocates, colleagues, supervisors and other key stakeholders in a respectful, friendly, positive and co-operative manner.
- Maintaining resident confidentiality in accordance with Southern Cross Care (Tas) Inc. policy.
- Working in a collaborative manner as a member of a team to support the interests of care recipients.
- Discussing care recipient and/or family complaints with direct supervisor in a timely manner.
- Disclosing promptly to direct supervisor any personal relationships that may conflict with Southern Cross Care (Tas) Inc. Code of Conduct and/or Professional Boundaries Guidelines.

Aspire to achieve a standard of excellence by:

- Ensuring work practices, behaviour and interactions are consistent with the mission and philosophy of Southern Cross Care (Tas) Inc.

EXTENDED CARE ASSISTANT

- Displaying respect, empathy and understanding towards care recipients and their families at all times.
- Organising time and workload to maximise productivity and service delivery within a specified time frame.
- Ensuring continual personal self and professional development to maintain current workplace best practice knowledge and skills.
- Attending relevant education and training programs.
- Actively participating in the performance appraisal process.

Education, Training and Professional Development

- Participate in mandatory training as required by Southern Cross Care (Tas) Inc.
- Actively pursue learning and skills development opportunities.
- Participate in non-mandatory, in-service and external training as part of own professional development program.
- Actively participate in annual performance reviews.
- Accept guidance and advice from mentors and workplace coaches.
- Actively reflect on own professional performance and competence and participate in ongoing professional development of self and others.
- Independently pursue a high level of professional development.

Literacy and Numeracy

- Read, understand and appropriately action care plans, progress documentation.
- Interpret information from a range of tables, charts, graphics, diagrammatic documents and drug charts.
- Enter routine data into consumer management system.
- Maintain required workplace schedules.
- Record and accurately document consumer information.
- Listen to clear, sequenced instructions with several steps and ask clarifying questions when required.
- Communicate appropriately with consumers, especially those with dementia or other cognitive conditions and disabilities.

Leadership and Management

- Ensure all work practices comply with Southern Cross Care (Tas.) Inc. policies, professional Codes of Practice, relevant legislation, common-law, occupational health and safety principles and other relevant guidelines.
- Ensure that all equipment and supplies are used appropriately to complete duties efficiently and economically to minimise wastage and/or abuse.
- Demonstrate empathy, respect and understanding of the rights and responsibilities towards residents, their families and carers always.

SELECTION CRITERIA

Essential:

- Completion of, or working towards an approved aged care specific course, to Certificate III level, and/or other relevant course through an AQF approved training provider, or working towards relevant nursing qualification.
- An ability to follow written and verbal instructions.
- Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the *Aged Care Act 1997* prior to commencement of employment.
- Required to sign the organisation's Confidentiality Agreement.

Personal Attributes:

- Physical ability to undertake the work tasks required of the role.
- Current knowledge of aged care legislative requirements and aged care accreditation processes.
- Basic understanding of the aged care funding instrument and associated documentation processes.
- Understanding of the needs and issues experienced by the frail elderly and their families.
- Ability to work in a flexible manner as part of a support team.

EXTENDED CARE ASSISTANT

- Adequate verbal communication skills to enable effective communication with care recipients and colleagues.
- Adequate literacy skills, including Information Technology skills, to comply with organisational documentation requirements.
- Ability to remain calm and follow organisation processes in an emergency situation.
- Demonstrated ability to undertake a wide range of personal care tasks.
- Demonstrated understanding of continuous improvement principles.

SPECIAL EMPLOYMENT CONDITIONS

- Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the *Aged Care Act 1997* prior to commencement of employment.
- Required to sign the organisation's Confidentiality Agreement.
- All Southern Cross Care (TAS) Inc. employees, volunteers, and contractors must hold a valid registration to work with vulnerable people with an NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and Southern Cross Care (TAS) Inc. Safety Screening Policy.

WORK HEALTH AND SAFETY REQUIREMENTS/CONTINUOUS IMPROVEMENT

- Adhering to Southern Cross Care (TAS) Inc. Workplace Health and Safety Policy and Procedures.
- Working in a responsible manner and encouraging others do so to ensure the safety of oneself, other staff members, residents and visitors to Southern Cross Care (TAS) Inc. facilities.
- Implementing correct fire, emergency and safety procedures, and attending prescribed training as required.
- Perform all tasks in accordance with Southern Cross Care (TAS) Inc. established procedures.
- Reporting, and documenting incidents, risks and hazards in a timely manner in accordance with Southern Cross Care (Tas) Inc. policy and procedures.
- Reporting maintenance and repair requirements of buildings, plant, equipment, furnishings and fittings promptly using approved Southern Cross Care (TAS) Inc. procedures.
- Using all equipment and supplies appropriately to complete duties to minimise wastage and/or abuse.

AUTHORISATION

Manager Signature:		Date:	
Employee Signature:		Date:	