

## Position overview

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<b>Position title:</b>	Personal Care Assistant (PCA)
<b>Department:</b>	Clinical Services
<b>Classification:</b>	TBD – dependent on qualifications
<b>Enterprise Agreement:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Reports to:</b>	Nurse Unit Manager (NUM) or relevant In Charge Nurse

## About us

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The Yarram and District Health Service (YDHS) is based in Yarram, 220 kilometers south east of Melbourne on the South Gippsland Highway in rural Victoria. Yarram is 73 kilometers south west of Sale and 62 kilometers south east of Traralgon.

We provide our community with Acute Inpatient services, Dialysis, Urgent Care, Aged Care, Respite Care, Primary Health, Community Services and an Integrated Health Care Centre. Our consumers and community are at the core of every decision we make.

YDHS want to attract and retain the best staff to provide an exceptional service to our community. We promote and develop opportunities for people to contribute to and encourage innovation, leadership and collaboration. We are committed making YDHS a Centre of Excellence in everything we do.

## About us

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The Personal Care Assistant (PCA) is responsible for treating our consumers with dignity and respect, supporting them to live their best lives and providing comprehensive, accountable and high-quality care.

## Responsibilities

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- The PCA is responsible for providing comprehensive, accountable, independent, and high-quality nursing care in accordance with the relevant legislation, professional and ethical frameworks, our Code of Conduct, and values.
- Listen to and collaborate with our consumers to understand their personal experiences to provide flexible care that compliments their unique characteristics and supports them to live their best life.
- Facilitate and encourage social connections between the consumers and their health care team, and families.
- All assessment, planning implementation and evaluation is in accordance with the scope of practice for the PCA.
- Collaborates with the Health Services multidisciplinary team to achieve the best health outcomes for our residents.
- Be committed to contemporary care practices and striving to constantly improve our Health Service.
- Identify risks and report incidents relating to the service environment, equipment, training, processes, practices, or any aspect of the delivery of care.
- Identify and assist to overcome clinical risks such as hydration, nutrition, pain, pressure, wound, and delirium.
- Appropriately respond to clinical changes or deterioration in the consumers condition and initiate consultations with relevant healthcare providers as required.
- Practice self-reflection and awareness, identify skills and knowledge gaps and seek assistance and supervision when required.

- Provide comprehensive clinical handovers using the appropriate frameworks.
- Perform medication management within the professional scope and in a safe manner in accordance with the relevant legislation.
- Create a continuous improvement environment by supporting each other to learn and providing guidance, clinical supervision and mentoring and precepting.

### **Person-Centred Care**

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- Ensure that all consumers, their families, visitors, and our colleagues are treated with respect and dignity.
- Listen to and collaborate with our consumers to understand their personal experiences to provide flexible care that complements their unique characteristics and supports them to live their best life.
- Support our consumers to understand and learn about their health.
- Involve consumers and their advocates in their healthcare decision.
- Respect healthcare decisions made by consumers.
- Ensure your practice and the service provided to consumers is free from discrimination based on age, gender, gender identity, sexual orientation, disability, employment status, cultural background, or religious beliefs.

### **Key Selection Criteria**

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- Hold a minimum Certificate III in Aged Care.
- Have excellent communication skills to liaise with our residents, patients, their families and colleagues.
- The ability to communicate effectively with our residents, their families, and colleagues
- Be passionate about ensuring the dignity of our residents.
- Demonstrate ability to provide care to individuals within a range of clinical settings.
- Be passionate about listening and collaborating with our residents to understand their personal preferences and helping them to live their best lives.
- Demonstrate your commitment to providing contemporary clinical practice.
- Understand clinical risk and strategies to minimise and manage clinical risk factors.
- Regularly undertake continuing professional development and quality improvement activities.
- Have excellent computer skills.

### **Relevant information**

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YDHS is responsible for employing and contracting applicants who meet stringent community and public and public sector expectations. Applicants shall be required to provide and maintain:

- An original National Police Record Check completed within the last twelve (12) months prior to commencement.
- An employee Working with Children Check.
- A NDIS Worker Screening Check.
- Provide evidence of three (3) doses of the Covid-19 vaccine.
- Relevant professional registrations.
- Complete a Pre-existing injury declaration form.
- Undergo any other relevant checks, education or licencing as directed at own cost.

**Employee agreement**

I have read and understand the above Position Description and acknowledge this reflects in general the duties, responsibilities and accountabilities of this position, and other duties may be required to successfully perform my duties.

I am committed to the YDHS vision, mission, values and strategic plan.

**Employee name:** \_\_\_\_\_

**Employee signature:** \_\_\_\_\_

**Directors name:** \_\_\_\_\_

**Directors signature:** \_\_\_\_\_

**Date:**            \_\_\_/\_\_\_/\_\_\_

**Version Control:** \_\_\_\_\_

**Written:**                            11/2020

**Reviewed:**                        08/2022, 10/2023

