



Employment Opportunities at Baptistcare for Personal Carers

Baptistcare is an established and growing provider of quality residential and community aged care, together with programmes in the fields of disability support, mental health and community services in Western Australia.

We offer our staff

- A safe and friendly work environment
- Attractive Salary Package
- Continuous learning and training opportunities

Your role as a Personal Carer will be to provide direct care to residents and to support the maintenance or restoration of the resident's independence. This career offers many rewarding opportunities for a dedicated person looking for a new career path or a person looking for a new and exciting change for the new year.

Baptistcare provides nursing and respite services through the following locations:

Great Southern region:

- Bethel Hostel, Albany
- Moonya Nursing Home and Hostel, Manjimup
- William Carey Court, Busselton

Perth Metropolitan region (South):

- Gracewood Hostel and Leslie A. Watson Nursing Home, Salter Point
- Graceford Hostel, Byford

Perth Metropolitan region (North):

- David Buttfeld Centre, Gwelup

Perth Metropolitan region (East)

- Sunshine Park Hostel, Lesmurdie

Perth Metropolitan region (South West)

- Gracehaven Nursing Home, Rockingham
- Gracehaven Hostel, Rockingham

For more information about these positions and locations please write to:

recruitment@baptistcare.com.au

Baptistcare
Employee Relations Officer
PO Box 1067
CANNING BRIDGE WA 6153

POSITION TITLE:	PERSONAL CARER
LOCATION:	Residential Aged Care Facility
RESPONSIBLE TO:	Manager Residential Care
AGREEMENT/ AWARD:	Baptistcare LHMU Enterprise Agreement 2003
CLASSIFICATION:	Multiskilled Carer, Levels 1 - 3

Key Result Areas:

1. Providing direct care to residents
2. Complying with occupational safety and health requirements
3. Contributing to the continuous quality improvement of the organisation
4. Working within our "Philosophy of Care"

This position description describes the selected range of tasks for this position. This list is not intended to be complete. From time to time often tasks may be assigned to meet the needs of the organisation.

Statement of Tasks

1. **Providing Direct Care to Residents in accordance with Documentation and Commonwealth Standards**

Key Tasks	Performance Standards
<ul style="list-style-type: none"> • Supports the maintenance or restoration of the resident's independence. 	<ul style="list-style-type: none"> • Observes, reports and records limitations of resident's abilities • Enables and encourages resident to perform tasks as listed in care plan • Involves resident in decision making
<ul style="list-style-type: none"> • Assists the resident with personal hygiene including bathing, dental hygiene, dressing, grooming, toileting and continence hygiene needs. 	<ul style="list-style-type: none"> • Ensures residents are clean and comfortable • Provides assistance according to resident needs
<ul style="list-style-type: none"> • Assists the resident to take correct pre-packed medication as prescribed by the General Practitioner. 	<ul style="list-style-type: none"> • Follows medication charts at all times • Assists client to take medication • Administers pre-packed medications • Stores medications as per policy • Ensures all administered medications are signed on the medication sign sheet.
<ul style="list-style-type: none"> ▪ Assists residents with food and fluid intake. 	<ul style="list-style-type: none"> • Assists with feeding and drinking • Plates, serves and cuts up meals as required • Makes beverages, as required
<ul style="list-style-type: none"> ▪ Assists with mobilising and transferring residents. 	<ul style="list-style-type: none"> • Observes safe practices at all times in accordance with policies and procedures • Reports and records changes in resident's ability to mobilise and transfer • Uses equipment appropriately
<ul style="list-style-type: none"> ▪ Responds to exceptional resident care needs and emergency situations 	<ul style="list-style-type: none"> • Observes, records and reports changes in health status of residents. • Determines need for emergency care and obtains

	appropriate assistance
<ul style="list-style-type: none"> ▪ Assists residents to communicate. 	<ul style="list-style-type: none"> • Communicates to the resident in a clear and relevant manner. • Greets resident appropriately, using preferred name • Demonstrates patience, tolerance and understanding
<ul style="list-style-type: none"> ▪ Supports rights, interests and needs of the resident. 	<ul style="list-style-type: none"> • Assists resident with emotional, psychological, cultural and spiritual needs • Assists with celebrations and special events
<ul style="list-style-type: none"> ▪ Maintains a clean, comfortable and safe environment. 	<ul style="list-style-type: none"> • Tidy rooms • Make and tidy beds • Clean the immediate area of urine, faeces or blood when spillage occurs
<ul style="list-style-type: none"> • Maintains effective communication in the workplace. 	<ul style="list-style-type: none"> • Completes documentation to required standards • Provides all required information verbally or in writing as appropriate • Follows Baptistcare's policies and procedures • Maintains, implements and evaluates strategies for effective communication
<ul style="list-style-type: none"> • Maintains records and information. 	<ul style="list-style-type: none"> • Maintains appropriate resident information and records • Completes written reports when required • Follows procedures to protect confidentiality • Completes Baptistcare forms and documents accurately

2. Contributing to the continuous quality improvement of the organisation

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> • Contribute to the continuous quality improvement of the organisation. 	<ul style="list-style-type: none"> • Look for and suggest ways to improve systems and processes in the facility. • Complete Improvement logs where appropriate. • Work with other staff on Continuous Quality Improvement projects when required. • Attend staff meetings as required.

3. Complying with occupational safety and health requirements

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> • Demonstrates regulatory compliance in occupational health and safety. 	<ul style="list-style-type: none"> • Report any hazards or potential hazards suggesting possible solutions in the appropriate manner. • Assists in maintaining a safe work environment. • Complies with Baptistcare safety policies and procedures. • Be aware and comply with universal precautions for infection control.
<ul style="list-style-type: none"> • Compliance with Baptistcare Occupational Health and Safety program in all aspects of your duties. 	<ul style="list-style-type: none"> • Attend and participate in safety meetings, • Follow established practices and procedures and use the techniques documented in the Baptistcare Occupational Health and Safety programme.

4. Working within our “Philosophy of Care”

Core Values	Performance Outcomes
Respect	Deliver quality health care services whilst preserving and maintaining independence dignity and individual rights with responsibility
Integrity	To manage out day to day operations and relationships in such a way that demonstrates our commitment to openness, truth and honesty
Commitment	Provide a team of committed, competent staff and volunteers who will develop and encourage caring relationships between themselves, those in need and their families.
Excellence	Provide a high standard of appropriate care and support for people with special needs.

Signatures

Accepted and agreed by:

Employee Signature:

Date:

Manager Signature:

Date:

Next Review Date:

Selection Criteria

Essential:

- Completion of Certificate III Community Services (Aged Care Work) or equivalent
- Ability to relate to older people with empathy and understanding.
- Demonstrated effective verbal, written and interpersonal communication skills.
- Ability and willingness to follow written and verbal instructions.
- Ability to complete busy workload and respond to changing priorities.
- Ability to work flexibly in a team environment.
- Demonstrated commitment to on-going development of relevant knowledge, skills and attitudes.
- Sensitivity and maturity to provide personal care to another person(s) including bathing, dressing and toileting.
- Willingness to work within the Christian ethos of the organisation and its Vision, Mission and Philosophy of Care.

Desirable:

- Previous experience in working in a health / aged care environment.
- Senior First Aid Certificate

BAPTISTCARE
PHYSICAL JOB DESCRIPTION
for a
PERSONAL CARER ©

INTRODUCTION

This document is a Physical Job Description / Task Analysis of the work performed by a Personal Carer employed by Baptistcare.

It gives a broad outline of the tasks undertaken by a Personal Carer, and the physical parameters in performing the tasks.

The analysis has been undertaken by a Certified Professional Ergonomist.

RELEVANT INFORMATION

Personal Carers assist predominantly elderly residents in Nursing Homes operated by Baptistcare with aspects of daily living.

The Personal Carer provides a range of services to clients.

Primary tasks include:

- Showering
- Toileting
- Dressing
- Assisting with personal hygiene – hair washing, fingernails etc.
- Medication administration & management
- Bed making
- Assistance at meal time including feeding and clean up

Secondary tasks include:

- Wheeling wheelchairs
- Assisted walking
- Writing up progress reports/medication lists/care plans

PHYSICAL JOB DESCRIPTION

PERSONAL CARER

SCALE of ACTIONS

RARELY	=	< 10 x/shift	or	< 1/2 hour/shift
OCCASIONALLY	=	10-40 x/shift	or	<1 hour/shift
FREQUENTLY	=	40-100 x/shift	or	1-3 hours/shift
VERY FREQUENTLY	=	> 100 x/shift	or	4-6 hours/shift

POSTURE & LAYOUT		SCALE
1.	<u>Work height</u> <ul style="list-style-type: none"> • below knee height • between knee and waist height • between waist & shoulder height • above shoulder height • loads are held away from trunk 	<p>Occasionally – bathing clients legs, assisting with shoes</p> <p>Frequently/ very frequently – ministering to seated clients</p> <p>Frequently – client hygiene tasks</p> <p>Rarely –reaching to overhead cupboards/wardrobes</p> <p>Occasionally</p>
2.	<u>Awkward positions</u> <ul style="list-style-type: none"> • reaching, stretching, stooping are maintained for periods of up to 5 minutes. • Crouching or kneeling 	<p>Occasionally – client personal hygiene and dressing</p> <p>Occasional – fitting shoes & clothing</p>
3.	<u>There is prolonged</u> <ul style="list-style-type: none"> • sideways, backwards or forward bending of the neck • sideways, backwards or forward bending of the back • twisting of the neck • twisting of the back • above shoulder reach 	<p>Frequently</p> <p>Frequent (<45 degrees), Occasional (> 45 degrees)</p> <p>Frequently</p> <p>Frequently</p> <p>Rarely</p>
4.	<u>Posture can vary between</u> <ul style="list-style-type: none"> • sitting, standing & walking 	<p>Occasionally – mostly standing & walking</p>

5.	<u>Work</u> is easy to reach and can be performed close to the body.	Frequently
6.	<u>Seating is:</u> Not relevant	
7.	<u>Stairs</u> are climbed.	Rarely (may be external stairs in some facilities)
8.	<u>Vigorous movements</u> are required.	Occasionally – lifting client’s legs, moving residents in wheelchairs/commodes
TASK & OBJECT		SCALE
9.	<u>Manual Handling</u> is undertaken.	Frequently
10.	<u>Weight of items handled</u> ranges between <ul style="list-style-type: none"> • 0 - 4.5kg • 4.5 - 10kg • > 10kg 	Frequently Frequently Occasionally
11.	<u>Specific items</u> of equipment or tools are used in the work.	Frequently – wheelchairs, commodes, hoists
12.	<u>Pushing/pulling</u> is involved.	Occasionally – hoist, wheelchair etc
ENVIRONMENT		SCALE
13.	<u>Work</u> is performed in a confined space.	Occasionally – smaller bathrooms/shower stalls, toilets
14.	<u>Floor surfaces are</u> <ul style="list-style-type: none"> • level, mainly tidy 	Continually
OTHER FACTORS		
15.	Nil relevant	

PHYSICAL REQUIREMENTS OF THE JOB

Overall strength level required to perform the job: Low to moderate

A high strength level is required:	Occasionally
A medium strength level is required:	Frequently
A low strength level is required:	Frequently

Overall endurance/fitness level required to perform the job: Moderate

The average duration of a high level of physical activity is ½ hr/day.	
The average duration of a medium level of physical activity is 2 – 5	hrs/day.
The average duration of a low level of physical activity is 1 – 3 hrs/day.	

Overall flexibility level required: Moderate

- Spinal – Moderate
- Shoulder girdle/arm/hand – Moderate
- Hip/knee/ankle/foot – Moderate

Must be able to:

- Maintain a slight to moderate degree of lumbar flexion for periods of a few minutes at a time repeatedly throughout a working day.
- Push / pull up to 20 kgs for several minutes at a time.
- Stand for lengthy periods.
- Walk reasonable distances.
- Maintain a crouched/kneeling position for several minutes at a time.

Must have:

- Moderately good whole-of-body flexibility
- Medium levels of aerobic and anaerobic capacity
- Reasonably strong and stable leg joints for prolonged standing and walking activities
- Good spinal strength and flexibility.

INJURY RISK RATING

The following Injury Risk Rating gives some guidance as to the degree of risk involved in this position.

1. Probability that an injury will occur
 - medium = remotely possible, or, unusual but possible
2. Exposure i.e. frequency of risk of an injury.
 - medium = occasional exposure to the risk factor
3. Severity of injury that is likely to occur.
 - medium = moderate symptoms requiring treatment off-site

4. Consequence if an injury occurs
 - medium = first aid and/or medical treatment required, modification to duties may be required for a short period
5. Costs if an injury occurs
 - medium = workers compensation costs expected to be between \$500 & \$5000, non-compensable costs expected to be under \$5000

CONCLUSIONS

The work undertaken by a Personal Carer involves fairly constant physical activity varying from low to high intensity but predominantly of a moderate intensity. During almost all of the time spent with a resident the Carer is undertaking physical tasks.

The work carries some risk of injury given that part of the job involves providing assistance with personal hygiene and care of elderly clients whose physical capacities deteriorate over time.



Photo 1: Typical hoist



Photo 2: Standing a client from sitting

Date compiled – 21 December 2005