



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service – Midwest		Position No:	604952
Division:	Midwest	Title:	Personal Aide Carer
Branch:	Northampton Kalbarri Health Service	Classification:	HSW Level 3/4
Section:	Northampton Hospital	Award/Agreement	Health Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Nurse Manager Classification: RN SRN Level 3 Position No: 604964	↑
Responsible To	Title: Housekeeper Classification: HSO Level G9 Position No: 604495	↑
This position	Title: Personal Aide Carer Classification: HSW Level 3/4 Position No: 604952	↑

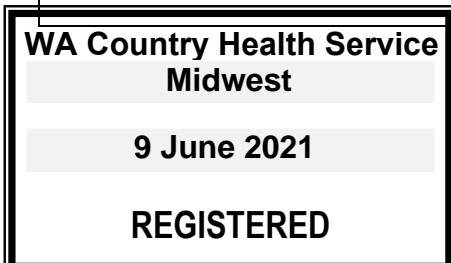
OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Cook

Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number

Section 3 – KEY RESPONSIBILITIES

Assist identified clients / residents to attain their optimum standard of health and independence both within the community and residential setting. Provides support to nursing staff, patients and visitors within the Hospital / Health Centre environment



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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to

improve care.

WA Country Health Service

Midwest

9 June 2021

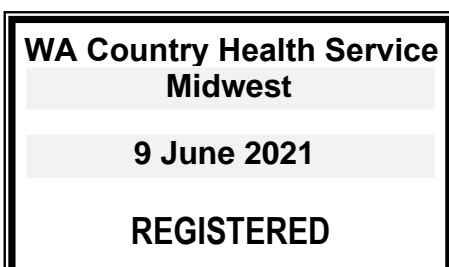
REGISTERED

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	RESPONSIBILITIES		
1.1	Consult with Nursing and Community Care staff in planning and implementing resident / client care and structured activities.		
1.2	Report and document any change in clients / residents health or behaviour to Community Care Coordinator/Assistant and /or Nurse and in client/ resident medical records.		
1.3	Assist and encourage clients / residents to participate in activities of daily living consistent with their ability and individual needs as instructed in the care plans.		
1.4	Maintain a record of client services and submits it monthly to Community Care Co-ordinator / Assistant.		
1.5	Promote the independence and ensure privacy, dignity and confidentiality of clients / residents / patients.		
1.6	Perform duties within the Hospital / Health Centre environment as directed by duty statement and Nurse.		
2.0	ACCOUNTABILITY		
2.1	Practise within own abilities and qualifications and under the supervision of the Community Care Co-ordinator / Assistant / Nurse and refer issues when uncertain.		
2.2	Promote a clean and safe working environment, applying infection control standards at all times.		
2.3	Adhere to security policy for home visiting.		
2.4	Maintain confidentiality in relation to patients, residents, staff and business of the Northampton Kalbarri Health Service.		
3.0	PROFESSIONAL DEVELOPMENT		
3.1	Ensure maintenance of own mandatory skills and competencies.		
3.2	Participate in workshops and skills updates.		
3.3	Identify and develop objectives for self-development.		
4.0	QUALITY IMPROVEMENT		
4.1	Identify and participate in areas of quality improvement / accreditation process.		
4.2	Participates in occupational safety and health programs including hazard identification and takes appropriate action.		
5.0	OTHER		
5.1	Other duties as directed by Senior Staff.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated effective communication and interpersonal skills.
2. Demonstrated experience working in a team and the ability to work without direct supervision.
3. Demonstrated commitment to work with the aged and disabled.
4. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Senior First aid certificate.
2. Completion of or substantial progression toward Certificate III in Aged and Community Care.
3. Knowledge of Health Promotion.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

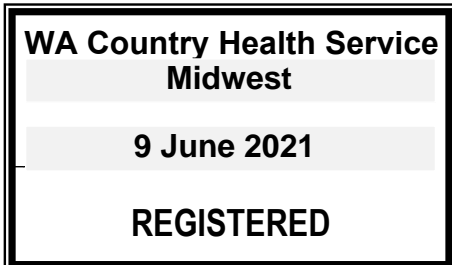
Section 6 – APPOINTMENT FACTORS

Location	Northampton	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Successful Aged Care Criminal Record Clearance • Evidence of a current C or C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District allowance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date:
Manager



Signature and Date:
Regional Director



As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

