

POSITION DESCRIPTION

CARE WORKER LEVEL 4

(Certificate III in Aged Care (or equivalent) with experience/ Support Nurse/ Assistant in Nursing AIN 4 / AIN 6)

Job Title

Care Worker Level 4

(Certificate III in Aged Care (or equivalent) with experience/ Support Nurse/ Assistant in Nursing AIN 4 / AIN 6)

Line Reporting

Direct Manager

Summary of Key Responsibilities

- A Care Worker Level 4 provides personalised care and/or services to clients within their own homes in accordance with an approved care plan. The focus is to support and encourage the client to maintain their independence for as long as possible.
- Key responsibilities of the position may include:
 - Personal care;
 - Medication Administration;
 - Food Preparation;
 - Clinical Nursing i.e. Wound Care and Urinary Drainage
 - Social Support
 - Transport
 - Respite Care
 - Domestic Assistance
- myHomecare acknowledge that all workers have a right to a workplace that is, as far as is practicable, safe and without risk. While the management of myHomecare acknowledge their key role and responsibility in this area, staff, have a shared responsibility in achieving a safe and healthy living and working environment.
- myHomecare adopt a systematic risk management approach to Work Health and Safety aimed at controlling hazards and continuously improving the health and safety within the working environment.
- A Care Worker Level 4 will follow all safety guidelines and comply with all policies, practices and procedures of myHomecare.
- Demonstrate a high level of communication and monitoring of client health conditions or changes.
- A Care Worker Level 4 will demonstrate continued commitment to their professional development, adhere to the defined scope of practice and uphold the myHomecare values of H-E-A-R-T (Helpful, Empathy, Action, Reliable and Teamwork) while providing care.

Scope

- A Care Worker Level 4 will work within the tasks set out in the approved care plan under the direction of a manager and within the limits of this position description.
- A Care Worker Level 4 will be responsible for their own actions and remain accountable to a Manager for all allocated functions.
- A Care Worker Level 4 will practice in accordance with procedure and practice guidelines, the position description and all other myHomecare policies and procedures.
- Any variance from the care plan, or any queries that may arise due to insufficient information, must immediately be discussed with a Manager prior to providing the service.

Work Environment

- The nature of care requires work to be performed in the client's home. This is a semi-autonomous working environment and requires the Care Worker Level 4 to communicate any concerns or changes in a client's wellbeing to their Manager.
- The role requires the use of the Care Worker Level 4 own vehicle to drive to and between clients' homes and to perform their tasks.
- A Care Worker Level 4 will also be required to attend training sessions and staff meetings, which are compulsory to attend.

Work Health and Safety

- Comply with my Homecare's policy and legislative requirements in regards to Health and Safety.
- Perform all duties in accordance with accepted safe working practices and guidelines.
- Report any hazards, incidents, accidents or near misses.
- Work actively to resolve issues that may affect myHomecare's or anybody else's health and safety.
- Correct use and disposal of PPE.
- Adhere to safe manual handling practices.
- Act within your professional boundaries and scope of practice

Priority Role Functions

Acquire full knowledge of the client's care plan and provide care and/or services according to plan in the client's home or as directed.

Provide care to clients with a 'person centred' approach.

Regularly monitor the effects of care provided to clients and observe client's general wellbeing. eg Skin Integrity, Nutritional Intake, Mobility and Cognition and discuss with Manager if concerned.

Personal Care

- Showering, bathing and shaving.
- Dressing and grooming.
- Assistance with toileting.
- Mouth and denture care.
- Eye and ear care.
- Feeding which may include with a PEG.
- Reinforcement and encouragement with mobility and passive exercise or physiotherapy.

- Application of skin care creams and lotions (non-medicated).
- Application of pressure area prevention aids and protective bandaging.
- Fitting of callipers, braces and splints.
- Application of compression stockings.
- Recording all medication prompted and supervised from a dose-administration aid.
- Usage of lifting devices.
- First Aid.

Medication Administration

- Blood sugar level testing
- Prompting medication from a dose-administration aid.
- Supervision self-administration of medication.
- Medication assistance through a PEG or nebuliser.

Food Preparation

- Assistance with meals or meal preparation.

Clinical Nursing

- Wound Care
- Urinary Drainage

Social Support

- Social outings in the community and client's homes.
- Transport and assistance to attend appointments, shops or paying bills.

Transport / Vehicle Use

- Driving to and between client's home.
- Client transportation.
- Unsupervised shopping or paying bills.

Respite Care

- Supervision.
- Assistance with dressing as required.
- Assistance to access the toilet.
- Assistance with meals or meal preparation during respite period.
- Companionship.
- Prompting self-medication from a dose-administration aid.
- Supervising self-administration of medication from a dose-administration aid.
- Appropriate tasks the client's carer would undertake if they were present.

Domestic Assistance

- Dusting, vacuuming, mopping, emptying garbage, washing dishes and putting them away, washing and ironing clothes, bed making, meal preparation, assistance around the garden and shopping.

Communications

- Regular reporting as agreed with Manager.
- Maintaining confidentiality in all dealings with clients and stakeholders.
- Acknowledge all communication received.
- Respond to all enquiries from clients and the client's carer with tact, discretion and professionalism.
- Information communicated to relevant stakeholders may include: any variation to client's treatment plan or service, client or carer demands, complaints, feedback or suggestions.
- Changes in client's physical or psychological, status and responses during the course of interactions. Any observations made with regards to the client or carers or the safety of your

work environment, any changes to your roster or availability and training needs or feedback.

Documentation

- Ensure you have a thorough understanding of the client documentation.
- Maintain up-to-date and accurate documentation and records relating to the clients and their care.

Training and Development

- Pursue training and development as stipulated in the myHomecare organisation structure for the specified level.

Organisational

- Understand the organisational structure and full suite of programs provided by myHomecare.

Measurable Indicators of Individual Performance

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| <ul style="list-style-type: none">- Presentation / Uniform.- Punctuality.- Attitude.- Attendance to Learning and Development including eLearning.- Professional Development.- Communication including clients, carers, family member, office and field employees. | <ul style="list-style-type: none">- Initiative.- Timekeeping completed in timely manner.- Confidentiality / Professional Boundaries.- Accuracy and timeliness of paperwork.- Delivery of Care.- Route management.
(the practice of using strategy to get more production out of your field resources). |
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Personnel Specification

Minimum Qualifications

- Certificate III in Individual Support or equivalent or certificate IV in Aged Care or Disability or Home and Community Care or 2nd Year Bachelor of Nursing.
- Current First Aid Certificate (HLTAID003/4) and current CPR certificate (HLTAID001).
- Current Drivers Licence, Vehicle Registration and Third Party Property Damage Insurance or Full Comprehensive Car Insurance.

Desirable Experience

- Experience working in the Aged Care or Disability industry.
- Community Nursing Experience.

Additional Requirements

- Smart phone with internet access.
- Current National Police Clearance.
- Current Working with Children Clearance (if applicable to role).
- The right to work within Australia.
- **Vaccination (if applicable to role)**

Essential Personal Attributes

- Strong verbal and interpersonal communication skills including the ability to manage your own emotions and behave professional when faced with challenging situations or behaviours.
- Trustworthy and high level of personal integrity.
- Demonstrate a high level of compassion and empathy of the aged, frail and people with a disability.
- Ability to develop a therapeutic relationship with clients as their carer.
- Strong time management and planning skills.
- Strong understanding of confidentiality and professional boundaries.
- Cultural sensitivity.
- Team player who is comfortable working in a semi-autonomous environment.
- Professional presentation.
- Ability to demonstrate self-coping mechanisms to deal with the stress of caring for the aged, frail or people with a disability and the ability to seek support or debriefing opportunities from myHomecare when required.

Desirable Personal Attributes

- Additional language skills.

PART B - POSITION DEMANDS CHECKLIST

The purpose of this checklist is to manage any risk/s associated with this position and guide training requirements and environmental /equipment adaptation that may be necessary for the occupant of this position.

Frequency Code	
O	= Occasionally
F	= frequently
C	= constantly
R	= repetitively
N/A	= not applicable to this position

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands of the Position						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	●				
Leg/Foot Movement	Tasks involve use of the leg and/or foot to operate machinery					●
Hand/Arm Movement	Tasks involve use of hands/arms - eg, stacking, reaching, typing, mopping, sweeping, sorting and inspecting		●			
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist	●				
Standing	Tasks involve standing in an upright position without moving about					●
Driving	Tasks involve operating any motor-powered vehicle			●		
Sitting	Tasks involve remaining in a seated position during task performance		●			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended		●			
Walking/Running	Tasks involve walking or running on even surfaces		●			
	Tasks involve walking on uneven surfaces			●		
	Tasks involve walking up steep slopes			●		
	Tasks involve walking down steep slopes			●		
	Tasks involve walking whilst pushing/pulling objects			●		
Climbing	Tasks involve climbing up or down stairs			●		
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc, anything where the person stands on an object other than the ground	●				
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	●				
	1. Light lifting/carrying (0-9kg)			●		
	2. Moderate lifting/carrying (10-15kg)	●				
	3. Heaving/lifting/carrying (16kg and above)					●

Demands	Description	Frequency				
		O	F	C	R	N/A
Restraining	Tasks involve restraining patients/clients/others	●				
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body – <i>ie. Wheelchair</i>	●				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands		●			
Manual Dexterity	Tasks involve fine finger movements - eg, keyboard operation, writing		●			
Sensory Demands of the Position						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - eg, looking at screen/keyboard in computer operation, working in dark environment		●			
Hearing	Tasks involve working in a noisy area - eg, workshop and/or operation of noisy machinery/equipment					●
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - eg, working with chemicals					●
Taste	Tasks involve use of taste as an integral part of task performance					●
Touch	Tasks involve use of touch as an integral part of task performance	●				
Psychosocial Demands of the Position						
	Tasks involve interacting with distressed people	●				
	Tasks involve interacting with people with mental illness/disability/cognitive impairment		●			
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - eg, sawdust					●
Gases	Tasks involve working with gases					●
Fumes	Tasks involve working with fumes - eg, which may cause problems to health if inhaled					●
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - eg, dermatitis	●				
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transportation					●
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance - eg, glare	●				
Sunlight	Exposure to sunlight	●				
Temperature	Tasks involve working in temperature extremes - eg, working in a cool room, working outdoors, boiler room					●
Confined Spaces	Tasks involve working in confined spaces				●	
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces				●	

Demands	Description	Frequency				
		O	F	C	R	N/A
Housekeeping	Tasks involve working with obstacles within the area - bad housekeeping					●
Heights	Tasks involve working at heights below knee level and/or above shoulder height	●				
Manual Handling	Tasks involve manual handling tasks		●			
Biological Hazards						
Biological Products	Tasks involve working with blood/blood products/body fluids	●				