

# ***SAPPHIRE COAST COMMUNITY AGED CARE GROUP***

<b>POSITION SPECIFICATION AND DESCRIPTION</b> <b>CARE SERVICE EMPLOYEE</b>		
Authorised by: Matt Sierp	Authorised on: 06/2020	No of Pages: 5

**Title:** **Assistant in Nursing**

Aged & Community Care NSWMA & HSU Multi-enterprise Agreement 2017-2020

**Qualifications:**

**Essential:** Certificate III in Community Services (Aged Care Work) or equivalent

**Desirable:**

**Responsible for:** The delivery of planned individualised resident care within a level of demonstrated competence under the supervision of a Registered Nurse.

**Responsible to:** **Care Manager/Facility Manager.**

**Hours of work:** as per letter of appointment

**Award:** Aged & Community Care NSWMA & HSU Multi-enterprise Agreement 2017-2020

---

**PART A – KEY ACCOUNTABILITY AREAS**

*Sapphire Coast Community Aged Care Group (SCCACG) acknowledges the contribution made by all staff in achieving SCCACG's goals in the delivery of quality care to residents. In order to meet your commitment to these goals you will be required to:*

**1. Work within the Purpose and Vision of the Organisation**

- 1.1 Work within the stated purpose, values, and objectives of SCCACG.
- 1.2 Promote and articulate the role and function of SCCACG with residents, relatives, other health workers and the wider community.
- 1.3 Acknowledge and maintain residents' rights and confidentiality in accordance with the Charter of Residents' Rights.
- 1.4 Work according to SCCACG's policy, protocols, and procedures.
- 1.5 Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.

**2. Work with Colleagues**

- 2.1 Work cooperatively as a team member.
- 2.2 Work within level of skill and knowledge and seek assistance from a registered nurse or colleagues, as necessary.
- 2.3 Contribute to continuous improvement by participation in committees and attendance at relevant meetings.
- 2.4 Practice a duty of care to each other by respecting each other's integrity and ability to contribute to a cohesive and harmonious team.
- 2.5 Support new or less experienced staff through the sharing of knowledge and by example.
- 2.6 Demonstrate flexibility in work practices in order to support colleagues and to meet the changing needs of the facility.

**3. Demonstrate a Commitment to Training and Development**

- 3.1 Maintain skills and knowledge related to work role.
- 3.2 Attend relevant Inservice education sessions.
- 3.3 Seek opportunities to undertake continuing education provided by external agencies.
- 3.4 Maintain own service and continuing education records.
- 3.5 Share knowledge and expertise with other members of the work team gained through attendance at education forums.
- 3.6 Participate in regular performance review in accordance with SCCACG's policy.

**4. Work within the Occupational Health and Safety Policy and Protocols of SCCACG**

*SCCACG has an obligation under Occupational Health and Safety legislation to provide a safe and healthy environment for all employees, residents, and visitors.*

- 4.1 Perform work activities and functions in a manner which promotes personal safety and risk management.
- 4.2 Identify hazards in the work area and report in accordance with SCCACG's policy and protocols.
- 4.3 Report all resident, staff and visitor incidents utilising the appropriate incident forms.
- 4.4 Follow organisational guidelines for safe manual handling.

- 4.5 Select and use appropriate equipment according to SCCACG 's policy and procedures.
- 4.6 Apply Standard and Additional Precautions according to SCCACG's policy and procedures.
- 4.7 Use and store chemicals in accordance with relevant Material Safety Data Sheets.
- 4.8 Attend compulsory fire safety lectures and evacuation drills, manual handling, and infection control training.

**5. Deliver Planned Individualised Resident Care**

- 5.1 Perform delegated care activities in accordance with residents' plans of care and SCCACG's policies and procedures.
- 5.2 Observe, identify, and report to a registered nurse variations in residents' abilities and/or conditions.
- 5.3 Contribute to on-going care planning. Contribute to the documentation of resident care.
- 5.4 Participate in case conferences as required.
- 5.5 Accept direction and seek assistance from a registered nurse to fulfil role requirements.

**6 Delivery of quality care to residents and clients as per continuous improvement policy**

- 6.1 Encourage the application of research findings and best practice models to inform service delivery.
- 6.2 Maintain effective communication with all stakeholders to facilitate optimal care that supports the residents' choice.
- 6.3 Liaise with residents/persons responsible to monitor that residents' rights and responsibilities are being supported and to assist in the resolution of complaints when they arise.
- 6.4 Ensuring that staff understand and use the principles of quality improvement, team processes and associated activities.
- 6.5 Monitoring and showing evidence that Continuous Quality Improvement activities are responsive to inputs from management, staff, each resident and/or representative, incidents, internal assessment, external quality auditors and others.

Care Service Employee

Signature .....Print name.....

Date .....

Care Manager/Team Leader

Signature .....Print name.....

Date .....

**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
<b>Physical Demands of the Position</b>						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels				X	
Leg/Foot Movement	Tasks involve use of the leg and/or foot to operate machinery				X	
Hand/Arm Movement	Tasks involve use of hands/arms - e.g., stacking, reaching, typing, mopping, sweeping, sorting, and inspecting				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist	X				
Standing	Tasks involve standing in an upright position without moving about	X				
Driving	Tasks involve operating any motor-powered vehicle	X				
Sitting	Tasks involve remaining in a seated position during task performance	X				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	X				
Walking/Running	Tasks involve walking or running on even surfaces			X		
	Tasks involve walking on uneven surfaces	X				
	Tasks involve walking up steep slopes	X				
	Tasks involve walking down steep slopes	X				
	Tasks involve walking whilst pushing/pulling objects			X		
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	X				
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		X			
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	X				
	1. Light lifting/carrying (0-9kg)		X			
	2. Moderate lifting/carrying (10-15kg)	X				
	3. Heaving/lifting/carrying (16kg and above)					X
Restraining	Tasks involve restraining patients/clients/others		X			

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

Demands	Description	Frequency				
		O	F	C	R	N/A
Manual Handling	Tasks involve manual handling tasks				X	
<b>Biological Hazards</b>						
Biological Products	Tasks involve working with blood/blood products/body fluids			X		

*Adapted from NSW Health Circular 2001/94*