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**Role**                      **Health Care Worker**

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**Date:**                      February 2019

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**Classification:**

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**Employment Status:** Full Time/ Permanent Part Time/ Casual

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**Conditions:**              **Victorian Public Sector (Health & Allied Services, Managers and Administrative Workers) Enterprise Agreement – 2016- 2020**

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**Our Vision:**              Caring for and working with our Community.

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**Our Strategic Principles:**

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need

**Our Values:**

- respect
- Unity
- Integrity
- Innovation
- Excellence

Beechworth Health Service is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence against women. Staff will complete training in preventing, recognising and responding to violence against women as relevant to their role.

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**Position Purpose:**      To assist the organisation to meet its strategic and operational objectives in relation to residential aged care.  
The Health Care Worker role will contribute to providing and delivering of quality Person Centred Care under the directions of the Unit Nurse Manager and Registered Nurse.

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**Qualifications and Experience:**

- Completed an approved TAFE course for Personal Care Workers at Certificate III or higher, or
- Completed an equivalent course at Certificate IV or higher
- Current first aid certificate – Level 2
- Food Safety Certificate
- Favourable police check

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**Key Relationships****Reports to:**

- Residential Aged Care Manager

**Supervises:**

- Nil

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**Internal Liaisons:**

- Beechworth Health staff across all functional areas
- Staff Development Officer
- Beechworth Health Service Executive staff
- BHS Committees, Working Parties, Steering Groups and Project Teams as appropriate
- New staff and volunteers
- Patients, clients and residents
- GP's
- Consumers

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**External Liaisons:**

- Community members
- Beechworth Surgery
- Beechworth Pharmacy
- Community Groups
- Consumers
- Other Health Services

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**Key Responsibilities:****Quality**

- Participate in the leadership of quality and improvement at BHS
- Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
- Participate in Infection prevention and control and No Lift programs as appropriate to the role
- Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates
- Support and promote activities what are consistent with the Nature and Directions of Beechworth Health Service.
- Actively participate in review of policies and procedures as required.
- Actively participate and contribute to portfolio activities with the unit.

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### **Experience**

- Ensure that people accessing Beechworth Health Service will experience a person centred approach with respect to their needs
- Acknowledge customer feedback and escalate issues of concern and safety as soon as practicable with your line manager or other appropriate BHS staff member(s)
- Encourage the engagement of the consumer in the assessment of quality and experience of services at BHS
- Initial and ongoing assessment of the client/resident in collaboration with other personal care workers and under the supervision of a Registered Nurse and the multi-disciplinary team to ensure that an individualised plan of care is developed for client/resident.
- Under the directions of the Registered Nurse, implement care using a Person Centred Care approach.
- Assist with ACFI documentation as required.

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### **Workforce**

- Participate in BHS's framework for staff development
- Act as a role model for colleagues
- Play a role in the induction of new members of staff
- Promote and encourage innovative service delivery
- Ensure all mandatory in-service education is completed on time

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### **Relationships**

- Liaise with managers and assist problem solving to deal with issues as they arise
- Attend and participate in relevant meetings at BHS
- Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
- Develop and foster strategic relationships with key internal partners.
- Attend and participate in relevant meetings and forums.

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### **Sustainability**

- Manage the use of BHS resources efficiently and effectively within the scope of the role
  - Contribute to a culture that promotes the BHS Values
  - Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
  - Contribute to organisational wide improvement processes including compliance and improvement initiatives
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**Risk Management:**

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices through the risk management BHS policy/framework
- Employ risk management principles and practices in day-to-day duties and functions
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public

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**Occupational Health & Safety:**

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
- Attend training programs designed to monitor and protect the health of staff in their workplace
- To report to your Manager:
  - Unsafe equipment , work practices or conditions
  - Any incidents, near misses, injuries, or illnesses.
  - Potential Hazards
  - Damage or defects to Beechworth Health Service equipment or property

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**Accountability and Extent of Authority:**

The incumbent of the position will be accountable for:

- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role (appendix 1)
  - Undertaking the role in accordance with legislative and funding obligations
  - Undertaking the duties of the role in accordance with BHS policies
  - Operate in accordance with Beechworth Health Service's delegated authority
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A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

As the occupant of this position, I have read and understood the above position description.

**Name:** [please print] .....

**Signature:** ..... **Date:-**.....

Appendix 1: Statement of Priority accountabilities 2018-2019

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**Statement of Priorities <2018-2019>**

| <b>Key areas of responsibility / Value Themes</b> | <b>BHS<br/>Service Plan / Strategic Plan / Statement of Priorities<br/>Accountability</b>                                |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Quality                                           | Participate in Quality Activity, data collection and auditing.                                                           |
| Experience                                        | Ensure that any person accessing Beechworth Health Service will experience a person centred care approach to their care. |
| Workforce                                         | Act as a role model for colleagues<br>Completion of Mandatory competencies.                                              |
| Relationships                                     | Attitude and behaviour are consistent with the organisational values at all times.                                       |
| Sustainability                                    | Actively involved in Portfolio activities within the unit.                                                               |