

Personal Carer

Position Title: Personal Carer
Reporting to: Field Operations Manager via the Field Team Supervisor

The Organisation

Blackall Range Care Group is a Not-for-Profit Aged Care provider. We are recognised as Leaders in the Community for the delivery of exceptional Aged Care and Disability Services. Working in the Community with the Community.

Services include:

- Personal care and domestic assistance
- Community Access
- Nursing and Allied Health care
- Social Centres
- Flexible Respite Options
- Home Maintenance and Home Modifications
- Transport
- Aids and Equipment

Functions of the Role

To provide community care services to the elderly and people with a disability living on the Sunshine Coast and Gympie area, including personal care, social support, and respite care, in-home or at the Social Centres.

Roles and Responsibilities

Organisation

- Works within the role and responsibilities for the position and complies with all organisational policies, regulations and standards, and the Code of Conduct;
- Shows commitment to ongoing skill development by participating in training and development activities;
- Represents the organisation as the first point of contact via a range of communication methods;
- Demonstrates confidentiality and diversity awareness;
- Participates as a respectful team member contributing to a harmonious workplace;
- Takes on board, accommodates and accepts feedback;
- Maintain a professional relationship with clients and team members and possess high levels of trust, honesty, respect and integrity;
- Supports clients to Live Their Best Life.

Duties and Tasks

- To provide personal care, social support and respite care to clients as specified on the Client Care Plan and in accordance with Blackall Range Care Group policies and procedures;
- Adopts personal responsibility in own role and reports concerns, incidents and breaches or practice;
- Follows and implements WH&S guideline and reports any concerns or incidents;
- Keep appropriate records as required, including keeping own vehicle kilometre records;
- Performs other related duties as assigned by the Relevant Manager.

Specific Duties and Tasks

- **Personal Care:** Provision of bathing or grooming services as specified on the Personal Care Worksheet;
- **Medication Assistance:** Assisting clients with taking of medication as per the Request for Medication Assistance Form;
- **Home Respite:** Provide care in the home of the recipient while their carer is absent. This may include personal care, recreational activities or any activity which the carer might do if they were at home;
- **Cottage Respite:** Care for clients in the overnight facility as specified in Cottage Respite Care plan;
- **Social Support:** Support visit at home or telephone call to check on client as well as providing some social interaction for those who are isolated. Escort the client out into the community to undertake shopping, banking or other activities;
- **Domestic Assistance:** Provide home cleaning to ensure clients' home environment is clean, tidy and hygienic.

Key Relationships

- Field Operations Manager;
- Field Team Supervisor;
- Liaises with other professional Team Members in relation to client care needs or clinical issues.

Key Selection Criteria

- Certificate III level qualification in Aged Care, Individual Support, Home and Community Care or Disability or relevant area;
- Ability to meet the requirements of Criminal History screening procedures;
- Current First Aid and CPR Certificate;
- Current Driver's Licence;
- Experience in care of aged people and/or people with a disability desirable;
- Efficient communication, comprehension and interpersonal skills;
- Be a team player with strong work ethic;
- A sound understanding of the principles of consumer directed care;
- Ability to organise own workload, to make on the spot decisions in relation to simple contingencies and to refer to appropriate senior staff for all other decisions in relation to client welfare, health or needs.