

Position Description	Personal Carer – Client Transport, In-home Care		
Version:	1		
Person Responsible:	Chief Executive Officer		
Date Prepared: 2/09/2020	Board/CEO Approval: 17 Sept 2020	Revision Date:	Updated:

Demonstrate a commitment to best practice in home-based care, day tripper services and supportive client transport maintaining optimal dignity, comfort and quality of life for all clients. Provide support to clients based on the customer-focused care principles.

Key Attributes

- Adaptability and flexibility in approach
- A strong customer service approach
- Excellent IT skills including use of Microsoft Office Suite and client information systems (including Alayacare)
- Previous experience in providing in-home care

Key Responsibilities

In general:

Maintain open and effective communication channels with staff, members of the health team, clients and their significant others

Liaise with all relevant personnel and clients to ensure timely and best practice service delivery

Provide supportive and quality personal care to clients in accordance with the setting

Familiarity with Aged Care Standards as they apply to the in-home setting

Participate in process improvement and reporting of client issues as identified

Ensure adherence to policies including maintaining up-to-date infection control requirements and universal precautions

Support adherence to Privacy, Immunisation and Record Management Policies including confidential record keeping, cyber-security, incident and risk reporting

Update IT systems on client progress, care plan updates and to acquit client activity

In-home care requirements:

Provide home-based care and support services in clients homes

Implement the individual care plan which is developed by the Enrolled Nurse and the Registered Nurse

Perform basic meal preparation

Administer simple prescribed medications

Assist clients with personal care and daily activities

Assist clients with mobility, physical therapies and exercise

Monitor clients (vital signs, temperature, respiration etc)

Collect routine specimens

Provide companionship and basic emotional and psychological support

Recognise and report changes in health status, identifying and working with the team to implement creative solutions that meet client needs

Ensure a multidisciplinary and collaborative service delivery approach based on a client-centred care principles

Update of care plans and provision of clinical services in accordance with contemporary practice with the client as the centre of everything we do

Maintain electronic records and provide clients with relevant and up-to-date information

Supported Client Transport and Day Tripper Bus specific requirements:

Take bookings, support clients to access the bus or van

Transport (in a car, small bus or van) and accompany clients to a variety of settings including outings, appointments, hospital or shopping

Essential Criteria

- Current driver's licence (category C) - unrestricted – with a safe driving record – be prepared to undertake defensive driving course
- Current Basic Life Support Certificate of Attendance
- Hold or willing to obtain First Aid Certificate (required every 2 years)
- Compliance with National Criminal History Check

Work Experience and Skills

- Certificate III in Aged Care is mandatory
- Experience in providing in-home care
- Familiarity with basic nutrition and personal hygiene standards
- Proficiency in English (and in any other languages is seen as desirable)
- Demonstrated ability to provide vehicle-based services
- Demonstrated expertise in variety of software systems
- Demonstrated high level of communication skills
- Awareness of, and adherence to 'No Lift' principles

- Awareness of anaphylaxis to a vaccine

Direct report to the Enrolled or Registered Nurse

Relevant Standards

Aged Care Quality Standards 2019, Standard 3: Personal Care and Clinical Care Requirement 3.3 (b), g (i)

Aged Care Quality Standards 2019, Standard 8: Organisational Governance Requirement 8.3d (i), e (i)

National Disability Service Standards 2018, Standard 6: Service Management, Requirement (1, 2)

Related Policies

Infection Control

Privacy

Risk Management

Related Documents/Forms

Immunisation Procedure

References

NSW Health Immunisation Programs 2018, Accessed from

<https://www.health.nsw.gov.au/immunisation/pages/default.aspx> on the 18/05/2020

Discussion Paper Australian College of Nursing 2019, Nurses, Immunisation and Health

Board/CEO Approval

Chairperson/ CEO Name: _____

Signature: _____

Board Meeting/CEO Approval Date: _____

REVISION AND APPROVAL HISTORY		
Version/Date	Approved by	Next Review Due
V1- 18/05/2020	CEO-	May 2022