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| JOB TITLE | Nursing Assistant |
| DATE | Last Reviewed 16 January 2015 |
| REPORTS TO | Care Coordinator |

POSITION DESCRIPTION

Position purpose *A Nursing Assistant is a care worker, who, under the supervision of a Registered Nurse, delivers direct Resident care in an Aged Care environment within the boundaries of education and competency.*

- Main tasks**
- Core objectives include:
- *Provides and promotes optimal Residential care, taking into account physical / psychological / social and spiritual needs.*
 - Demonstrates competence in assisting Residents with activities of daily living by implementing Residential Care Standards.
 - Follows Care Plan and reports any changes to the Care Coordinator.
 - Provides accurate and comprehensive documentation within his / her role.
 - Encourages Residents to eat and drink sufficient amounts to maintain nutritional and hydration requirements.
 - Reports complaints of pain to RN immediately.
 - Provides assistance and encouragement to those Residents with mobility problems.
 - Reports elimination problems to RN and documents accurately at the end of each shift.
 - Performs procedures to reduce pressure over bony prominences for Residents at risk of developing skin breakdown.
 - Assist Residents to meet oral hygiene needs.
 - Ensures that Residents with memory loss are assisted with their glasses, dentures, hearing devices etc, and that these items are within reach, clean & in working order.
 - Ensures that the Resident's call bell is answered promptly
 - Encourages independence in activities of living as appropriate.
 - Observes and protects the Resident's right to privacy, dignity and respect.
 - Reports observed changes in Resident's current condition to RN or Care Coordinator.
 - Participates as a member of a team, to achieve their goal of quality of life for all Residents. This is to include encouraging all Resident's to assist with their care as much as possible. To ensure Residents are given choices and encouraging them to choose.
 - Perform Resident Blood Sugar levels following successful assessment of competency
 - To maintain confidentiality of information regarding Residents and the Facility.

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

- Other Duties**
- Fulfil other duties as required by management and other department personnel as requested/required.
 - To express a responsible attitude to work safety.
 - To report to the Care Coordinator / WHSO any hazards
 - To participate in continuous improvement activities (audits/surveys).
 - To attend all Mandatory Training and other in-services as required.
 - Attend meetings as required

- Complete CQI Forms/Hazard Forms/Feedback Forms to identify problems and make suggestions for improving the working and living environment.
- To understand and access the Quality Manual.

Required qualities

- Professional approach.
- Ability to work under pressure.
- Organizational and time management skills.
- Excellent attention to detail.
- Has good health
- Is reliable and punctual.
- Has the ability and is willing to maintain harmonious interpersonal and working relationships

Desired competencies

- The ability to support a safe home-like environment within the Facility.
- The ability to safeguard the dignity and privacy of the Residents.
- The appointee will be able to demonstrate how they have ensured individual care is given to each resident.

PERSON SPECIFICATION

Qualifications

- Has a Certificate III in Aged Care or higher
- Current First Aid / CPR Certificate

Experience

- Experience in Aged Care is an advantage

Knowledge

- Current knowledge of personal and environmental hygiene
- Effective interpersonal and communication skills with other staff and Residents.
- Knowledge of Infection Control Guidelines.

Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Professional approach (essential).
- Confident manner (essential).
- Positive approach to change (essential).

Key Selection Criteria

(Please answer the KSC on a separate page)

- Give full details of your qualifications that are appropriate to the position of Assistant in Nursing
- Demonstrate your previous experience in Assistant in Nursing in your previous employment in the Health Care Sector.
- Demonstrate the caring and empathetic attitude you have to the frail aged.
- Demonstrate your ability to work as an effective team member of the care staff showing your time management, organisation and negotiation and conflict resolution skills as well as your ability to follow instructions from senior staff.
- Demonstrate your knowledge and your ability to implement the requirements of Workplace Health and Safety and Infection Control Policies.
- Demonstrate your ability to provide quality care to the residents and to maintain written records such as Aged Care Funding Instrument for an appropriate lifestyle for the residents.
- Demonstrated ability to ensure Resident choice with care needs within care plan guidelines.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date