

**PERSONAL CARE ASSISTANT  
Job Description**

<b>Position Title:</b>	<b>PERSONAL CARE ASSISTANT</b>	
<b>Functional Team:</b>	<b>Community Services</b>	
<b>Reports To:</b>	<b>Attendant Care Coordinator</b>	
<b>Principal Function(s):</b>	Attendant Care services are provided in accordance with the DADHC Attendant Care Policy and Guidelines. Attendant Care Workers assist people with a disability to live independently in their own home and the broader community.	
<b>Relationships:</b>	<ul style="list-style-type: none"> <li>• Clients</li> <li>• Attendant Care Coordinators</li> <li>• Attendant Care Occupational Therapist</li> <li>• Other Attendant Care program staff.</li> <li>• Members of ParaQuad's Primary Health Care Team</li> <li>• Other community based services providing services to the client</li> </ul>	
<b>Role Area</b>	<b>Responsibilities/Behaviours:</b>	<b>Performance Outcomes:</b>
<b>Delivery of Personal Care</b>	<ol style="list-style-type: none"> <li>1. To attend all mandatory training within the first 3 months of employment</li> <li>2. To read and understand the Carer Handbook and the Personal Care Procedures</li> <li>3. Understand and comply with all relevant ParaQuad policies and procedures</li> <li>4. Ensure that the cultural needs of clients are accommodated when providing care</li> </ol>	<ul style="list-style-type: none"> <li>• Quality Personal Care training attended</li> <li>• Stay Safe at Work training attended</li> <li>• Induction/orientation attended and completed</li>   <li>• Read within one month of commencing employment</li>   <li>• Sign off on polices during initial orientation and adhere to policy updates when implemented.</li>   <li>• Interpreters are used as appropriate</li> <li>• Relevant translated information is provided to assist with the delivery of care</li> </ul>

	<p>5 The specific carer routine for each client is described in the Service Delivery Agreement (SDA). Tasks in a SDA may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Transfers in and out of bed, wheelchair, commode chair, car</li> <li>▪ Showering or Bed Sponge</li> <li>▪ Teeth cleaning</li> <li>▪ Shaving</li> <li>▪ Dressing and grooming</li> <li>▪ Feeding</li> <li>▪ Bowel care</li> <li>▪ Bladder Care</li> <li>▪ Checking skin for pressure areas</li> <li>▪ Assisting with medication as instructed by client</li> <li>▪ Assisting with exercise routines</li> <li>▪ Check and adjust pressure cushions as instructed by client</li> <li>▪ Accompanying client for medical appointments, shopping and other social/recreational activities, that are consistent with ParaQuad policies and procedures.</li> <li>▪ Assisting clients with phone calls and correspondence</li> <li>▪ Responding to emergency situations according to the agreed plan (eg; call an ambulance)</li> </ul> <p>6. Most clients will be eligible for some domestic assistance in their routine, and typically this would be 10% of their total personal care hours. Activities may include:</p> <ul style="list-style-type: none"> <li>▪ General household cleaning, eg dusting, mopping, vacuuming</li> <li>▪ Meal preparation and washing up</li> <li>▪ Shopping</li> <li>▪ Laundry</li> <li>▪ Feeding pets</li> <li>▪ Making bed</li> </ul> <p>Watering garden</p>	<ul style="list-style-type: none"> <li>• Signed <i>Carer SDA sign Off Form</i> for each client's most recent SDA</li> <li>• All changes to client health status, and personal care needs are reported to Coordinator immediately</li> <li>• Participate in all on-site training as arranged by Coordinator</li> <li>• All relevant policies signed off</li> <li>• Positive client feedback</li> <li>• Number of complaints received</li> </ul> <ul style="list-style-type: none"> <li>• Positive client feedback</li> <li>• Number of complaints received</li> <li>• All issues associated with providing domestic assistance are immediately reported to Coordinator.</li> </ul>
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<p><b>Administration</b></p>	<ol style="list-style-type: none"> <li>1. Complete the Log Book every shift worked</li> <li>2. Forward completed timesheets on a weekly basis by 4pm on the Monday following the week worked.</li> <li>3. Forward completed applications for leave at least 2 weeks prior to planned leave</li> <li>4. All other forms completed as required and submitted on time</li> <li>5. Report immediately to the Attendant Care Coordinator any planned or unplanned roster changes.</li> <li>6. Report immediately to the Attendant Care Coordinator changes in availability to provide care</li> </ol>	<ul style="list-style-type: none"> <li>• Log Book completed every shift</li> <li>• Timesheets completed accurately and submitted by 4pm each Monday</li> <li>• Annual Leave forms submitted for approval at least 2 weeks prior to commencement of leave.</li> <li>• Other forms completed and submitted within required timeframes</li> <li>• Coordinator advised of changes to roster in a timely manner</li> <li>• Changes in carer availability reported to Coordinator</li> </ul>
<p><b>Cultural Competence</b></p>	<ul style="list-style-type: none"> <li>• Ensure that the cultural needs of clients/customers are accommodated when providing services</li> <li>• Able to respect the cultures of other people</li> <li>• Able to communicate effectively with people from diverse backgrounds and uses an interpreter services.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant translated information is provided to assist with the delivery of our services</li> <li>• In all instances, works harmoniously with people from different cultural backgrounds.</li> <li>• Interpreters are used.</li> </ul>
<p><b>Occupational Health &amp; Safety</b></p>	<p>You are responsible to comply with safe work arrangements including:</p> <ul style="list-style-type: none"> <li>• Participate in relevant OH&amp;S education and training</li> <li>• Report injuries, incidents, hazards or illness immediately</li> <li>• Do not perform tasks unless you have been trained to do them</li> <li>• Do not use equipment unless you have been trained appropriately</li> <li>• Report any injuries or illness resulting from work as soon as possible but no later than the next working day</li> <li>• Report any condition that will affect your work to the Manager/Supervisor (eg. taking medication, not feeling well,) as soon as possible</li> <li>• Ask for guidance from the Manager/Supervisor if a new or unfamiliar circumstance occurs, or for which the rules are not</li> </ul>	<ul style="list-style-type: none"> <li>• All work place hazards, incidents and injuries are reported to the Manager/Supervisor immediately</li> <li>• All OH&amp;S issues and forms filled in an auctioned appropriately</li> </ul>

<b>Knowledge, skills, formal qualifications &amp; experience requirements:</b>	<p style="text-align: center;">clear, BEFORE proceeding</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Understanding of what is involved in providing personal care</li> <li>• Willingness to be trained in all aspects of care provision</li> <li>• Ability to follow written and verbal procedures describing required care</li> <li>• Demonstrated ability to work in a team and independently</li> <li>• Ability to work with people from culturally and linguistically diverse communities</li> <li>• Must have a mobile phone, own comprehensively insured vehicle and a valid Australian Drivers Licence</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Senior First Aid Certificate</li> <li>• Certificate Level III or IV in Disability or Aged Care And/or willingness to work towards same</li> </ul>
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Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Manager / Coordinator Name: \_\_\_\_\_

Date: \_\_\_\_\_

Manager / Coordinator signature: \_\_\_\_\_