

Job Description - Care Giver

JOB TITLE:	Care Giver
DEPARTMENT:	Clinical
LOCATION:	Masonic Care Ltd
RESPONSIBLE TO:	Registered Nurse / Facility Manager

PURPOSE OF POSITION:

To deliver quality nursing care to the residents of Masonic Care, in accordance with the QA standards, shift guidelines, and in an attitude of co-operation and helpfulness.

PERSON SPECIFICATION:

Demonstration of appropriate skills, knowledge and experience, or the aptitude to learn through orientation and training.

KEY RESPONSIBILITIES:

- To comply with all administrative and support policies
- Observe and work within ethical guidelines and residents' code of rights.
- Knowledge of infection control, medication, incident and accident reporting, emergency and security policies.
- To safely, efficiently and effectively deliver care by prioritising attendance to resident's needs and delivering the best care possible according to the nursing care plan.
- Ensure residents' clothing and personal effect and these are to be clean and kept in good repair.
- Perform housekeeping tasks as necessary. All residents' rooms are to be kept clean and tidy.
- All documentation is accurate, current, legible, comprehensive and legal.
- To be an effective team worker with consideration for other employees. The Care Giver is to be flexible, show initiative and be tolerant and understanding when duties are busy.
- To be a good communicator with residents and staff. This includes appropriate upward reporting, sharing relevant information with colleagues and maintaining a good working relationship with Diversional Therapist, Clinical Lead, Registered Nurses and Facility Manager.
- Excellent attendance and positive contribution to staff meetings is required.
- To follow sound basic hygiene principles particularly in relation to hand washing.
- To develop professionally.
- To perform other duties as may be reasonably required to maximise the residents' safety and sense of wellbeing.
- To participate in annual performance appraisals.

WAGES :

Base hourly rate \$23.15 - \$28.25.

I agree to undertake and perform all duties and tasks as identified in this Job Description and as required by the employer either orally or in writing.

Employees Name

Signature

Date

For Masonic Care Ltd

Signature

Date