MASONIC
CARE LIMITED

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.

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WAGES :
Base hourly rate $24.79 - $30.26

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