

Position Description

Aged Care Employee



There are three classifications for the position of Aged Care Employee under this position description:

1. Aged Care Employee Level 1;
2. Aged Care Employee Level 2; and
3. Aged Care Employee Level 3.

The classification depends on the qualifications and experience of the Aged Care Employee and is considered against the selection criteria for Aged Care Employees Levels 1 – 3 as classified under the IRT Enterprise Agreement 2018.

Some aspects of the position vary based on the classification. These aspects are set out below under the relevant headings for each classification. Other aspects of the position are common to all classifications. These aspects are set out below under the heading “All Aged Care Employee Levels”.

Position Title:	Aged Care Employee (ACE) – Level 1
Business Unit:	Aged Care Centres
Reports to (Title):	RN / Care Coordinator/ Care Team Leader / Care Manager
Classification:	Aged Care Employee – Level 1

JOB ENVIRONMENT:

IRT Aged Care Centres provide 24-hour professional and personal care in a purpose-built community, where residents are cared for with kindness and supported to live connected lives. With dedicated care neighbourhoods and specialist programs, IRT personalises the care experience for every resident.

JOB SPECIFIC RESPONSIBILITIES:

- Please see site specific duty list for full breakdown of job expectations
- Provide assistance (under direct supervision) to residents according to the requirements of the Care Plan including but not limited to:
 - Carry out tasks to attend to the personal needs of the residents
 - Supervise and assist residents with daily hygiene, including but not limited to: showering, bathing, dressing shaving and toileting
 - Tidy rooms, wardrobes and make beds

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- Assist with meals
- Assist and support residents with compliance aids
- Implementation of continence programs, as identified in the Care Plan
- Attend to routine urinalysis, blood pressure, temperature and pulse checks
- Ensure manual handling tasks and proper use of equipment according to relevant policy and procedures
- Adhere to infection control principles including proper hand hygiene
- Ensure an understanding of the Aged Care Quality Standards and compliance requirements
- Contribute to improvement strategies for the care team
- Complete relevant documentation in an accurate and timely manner
- Ensure effective communication (verbal and written) with employees, customers, visitors and contractors
- Other duties as required by the manager/supervisor consistent with the role

DECISION MAKING AUTHORITY:

This position will receive routine direction from the relevant supervisor / manager as per IRT's Delegation of Authority

WORKING RELATIONSHIPS:

Internal:

- IRT Management
- IRT Employees
- IRT Customers
- IRT Volunteers/Students

External:

- Families/friends of residents
- Government Agencies
- Other External Agencies
- Contractors
- Suppliers
- Non IRT Volunteers/Students

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ESSENTIAL CRITERIA:

- First Aid Certificate is required if working at a standalone site
- Sound verbal and written communication skills (including record keeping)
- High level of interpersonal skills
- Sound computer literacy skills
- Demonstrated willingness to work as part of a multidisciplinary team
- Ability to plan and prioritise own work to meet deadlines
- A genuine interest in aged care

DESIRABLE CRITERIA:

- Proven attention to detail and accuracy
- Aged care experience

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Position Title:	Aged Care Employee (ACE) – Level 2
Business Unit:	Aged Care Centres
Reports to (Title):	RN / Care Coordinator/ Care Team Leader / Care Manager
Classification:	Aged Care Employee – Level 2

JOB ENVIRONMENT:

IRT Aged Care Centres provide 24-hour professional and personal care in a purpose-built community, where residents are cared for with kindness and supported to live connected lives. With dedicated care neighbourhoods and specialist programs, IRT personalises the care experience for every resident.

JOB SPECIFIC RESPONSIBILITIES:

- Please see site specific duty list for full breakdown of job expectations
- Provide assistance (under limited supervision) to residents according to the requirements of the Care Plan including but not limited to:
 - Carry out tasks to attend to the personal needs of the residents
 - Supervise and assist residents with daily hygiene – showering, bathing, dressing, shaving, and toileting
 - Tidy rooms, wardrobes and make beds
 - Assist with meals
 - Assist and support residents with compliance aids
 - Simple wound dressing
 - Implementation of continence programs, as identified in the Care Plan
 - Attend to routine urinalysis, blood pressure, temperature and pulse checks
 - Ensure manual handling tasks and proper use of equipment according to relevant policy
 - Adhere to infection control principles including proper hand hygiene
 - Ensure an understanding of the Aged Care Quality Standards and compliance requirements
- Contribute to improvement strategies for the care team

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- Complete relevant documentation in an accurate and timely manner
- Other duties as required by the manager/supervisor consistent with the role

DECISION MAKING AUTHORITY:

This position will receive routine direction from the relevant supervisor / manager as per IRT's Delegation of Authority

WORKING RELATIONSHIPS:

Internal:

- IRT Management
- IRT Employees
- IRT Customers
- IRT Volunteers/Students

External:

- Families/friends of residents
- Government Agencies
- Other External Agencies
- Contractors
- Suppliers
- Non IRT Volunteers/Students

ESSENTIAL CRITERIA:

- First Aid Certificate is required if working at a standalone site
- Previous relevant experience of 500 hours or more
- Sound verbal and written communication skills (including record keeping)
- High level of interpersonal skills
- Sound computer literacy skills
- Proven attention to detail and accuracy
- Demonstrated willingness to work as part of a multidisciplinary team
- Ability to plan and prioritise own work to meet deadlines
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DESIRABLE CRITERIA:

- Proven attention to detail and accuracy
- Aged care experience
- Certificate III in Individual Support or recognised equivalent qualification

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Position Title:	Aged Care Employee (ACE) – Level 3
Business Unit:	Aged Care Centres
Reports to (Title):	RN / Care Coordinator/ Care Team Leader / Care Manager
Classification:	Aged Care Employee – Level 3

JOB ENVIRONMENT:

IRT Aged Care Centres provide 24-hour professional and personal care in a purpose-built community, where residents are cared for with kindness and supported to live connected lives. With dedicated care neighbourhoods and specialist programs, IRT personalises the care experience for every resident.

JOB SPECIFIC RESPONSIBILITIES:

- Please see site specific duty list for full breakdown of job expectations
- Provide a wide range of care services (under limited supervision) to residents according to the requirements of the Care Plan including but not limited to:
 - Carry out tasks to attend to the personal needs of the residents
 - Supervise and assist residents with daily hygiene, including but not limited to, – showering, bathing, dressing, shaving, and toileting
 - Tidy rooms, wardrobes and make beds
 - Assist with meals
 - Assist and support residents with medication, using medication dose administration aids
 - Assist and support residents with compliance aids
 - Carry out simple wound dressing
 - Implementation of continence programs, as identified in the Care Plan
 - Attend to routine urinalysis, blood pressure, temperature and pulse checks
 - Ensure manual handling tasks and proper use of equipment according to relevant policy
 - Adhere to infection control principles including proper hand hygiene

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- Ensure an understanding of the Aged Care Quality Standards and compliance requirements
- Assist and support diabetic residents in the management of their insulin and diet, recognising the signs of both Hyper and Hypo Glycaemia
- Attend to blood sugar levels
- Recognise, report and respond appropriately to changes in condition of residents
- Assist in the development of Care Plans / ACFI in consultation with RN
- Ensure effective communication (verbal and written) with employees, customers, visitors and contractors.
- Contribute to improvement strategies for the care team
- Complete relevant documentation in an accurate and timely manner
- Other duties as required by the manager/supervisor consistent with the role

DECISION MAKING AUTHORITY:

This position will receive routine direction from the relevant supervisor / manager.

The employee

- Prioritises individual workloads and requests within agreed standards and timeframes
- Identifies emerging issues and initiates appropriate action
- Works independently and gathers and disseminates information to ensure other employees are informed about ongoing issues
- Will use initiative, research, analytical, interpersonal and communication skills to achieve effective outcomes

IRT policies and procedures will guide decisions and recommendations. The employee will clarify and resolve problems using current policies, procedures and legislation. Problem resolution is the responsibility of the employee, but may be escalated where the issue exceeds the delegation or scope of practice.

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WORKING RELATIONSHIPS:

Internal:

- IRT Management
- IRT Employees
- IRT Customers
- IRT Volunteers/Students

External:

- Families/friends of residents
- Government Agencies
- Other External Agencies
- Contractors
- Suppliers
- Non IRT Volunteers/Students

ESSENTIAL CRITERIA:

- Certificate III in Individual Support or recognised equivalent qualification
- Medication administration unit of competency
- For those employees responsible for the management of the insulin dependent diabetic must possess the Managing the Insulin Dependent Diabetic and Medication qualification and be deemed competent
- First Aid Certificate is required if working at a standalone site
- Previous relevant experience of 500 hours or more
- Sound verbal and written communication skills (including record keeping)
- High level interpersonal skills
- Proven attention to detail and accuracy
- Demonstrated willingness to work as part of a multidisciplinary team
- Ability to plan and prioritise own work to meet deadlines
- Sound computer literacy skills

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All Aged Care Levels:

INDUSTRIAL INSTRUMENT:

- IRT Enterprise Agreement

CONDITIONS OF EMPLOYMENT:

- Have relevant working rights in Australia
- National Police History Check
- Pre-employment medical
- Appropriate referee checks
- Flu Vaccination
- COVID-19 Vaccinations
- NDIS Worker Screening Check (if required for facility)

ALL EMPLOYEE RESPONSIBILITIES:

- Actively support IRT's mission and values
- Follow IRT's Code of Conduct
- Represent IRT in a positive way at all times
- Work in line with IRT policies and procedures
- Attend relevant training and awareness courses as required (including mandatory online training via My Learning)
- Adhere to IRT's Health, Wellness & Safety policies and procedures and take all reasonable care to ensure a safe place of work. Any unsafe activities must be reported to the employee's supervisor and/or manager immediately
- Comply with all records management systems, procedures and relevant legislation to ensure all relevant information is documented accordingly
- Ensure confidentiality of IRT information and records and adhere to the IRT Privacy & Confidentiality Agreement (Form 208)

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IRT LEADERSHIP CAPABILITIES:

- **Earning Trust:** Gaining confidence of others by acting with integrity and following through on commitments while disclosing own positions. Treating other and their ideas with respect and supporting them in the face of challenges.
- **Adapting to Change:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment (e.g. people, processes, structure or culture). Adjusting effectively to change by exploring the benefits, trying new approaches and collaborating with others to make the change successful.
- **Continuous Improvement:** Originating action to improve existing conditions and processes. Identifying improvement opportunities, generating ideas and implementing solutions.
- **Customer Orientation:** Placing a high priority on the internal or external customer's perspective when making decisions and taking action. Implementing service practices that meet customers and own organisation's needs.
- **Continuous Learning:** Actively identifying new areas for learning. Regularly creating and taking advantage of learning opportunities. Uses newly gained knowledge and skill on the job and learning through their application.
- **Upholding Work Standards:** Setting high standards of performance for self and others. Assuming responsibility and accountability for successfully completing assignments or tasks. Self-imposing standards of excellence rather than having high standards imposed.

Living IRT Values: Proactively confronting difficult issues. Making valiant choices and taking bold action in the face of opposition or fear.