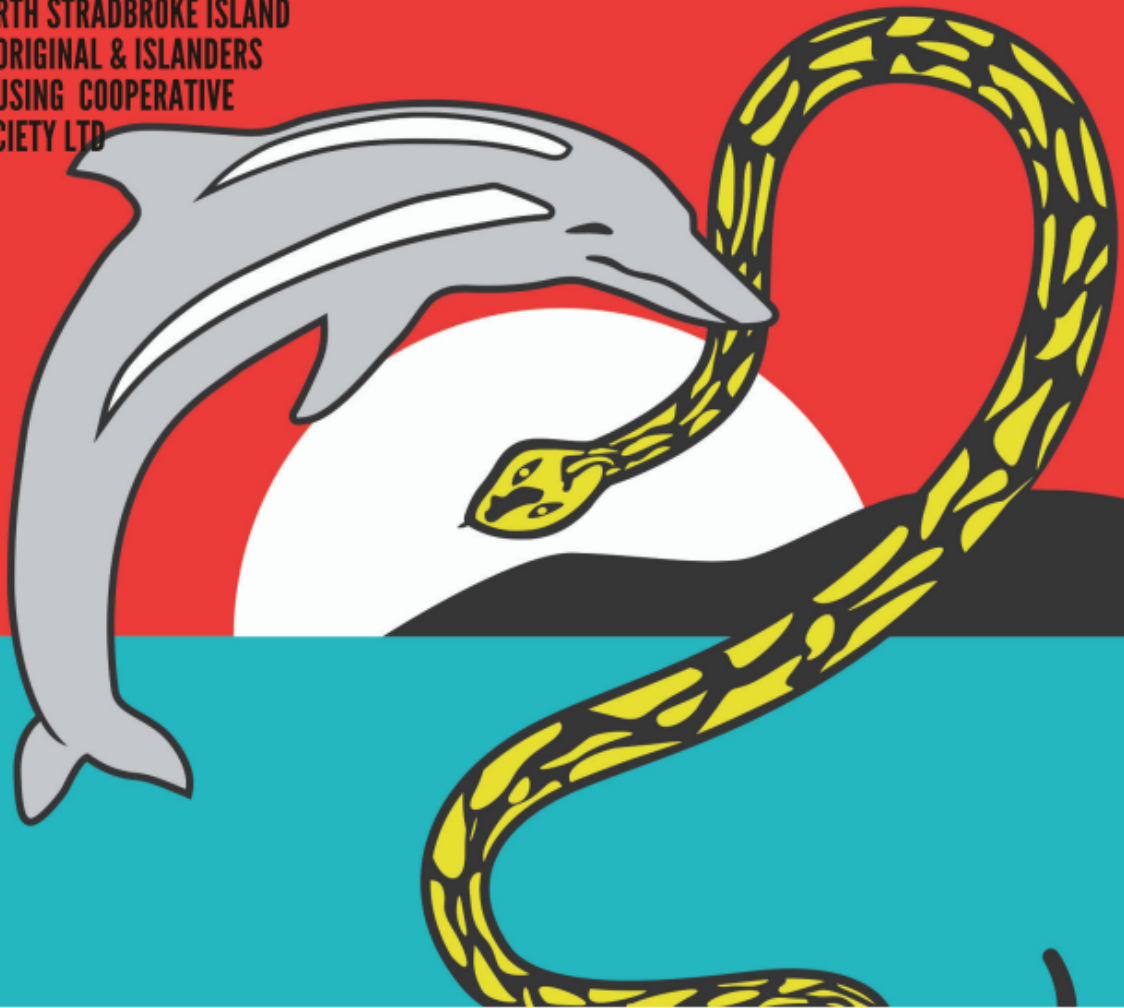


**NORTH STRADBROKE ISLAND
ABORIGINAL & ISLANDERS
HOUSING COOPERATIVE
SOCIETY LTD**



PERSONAL CARERS - PERMANENT PART TIME AND CASUAL OPPORTUNITIES

We are looking for exceptional candidates to support our existing team as Personal Carers at our Aged Care facility. Work close to home and give back to the community while maintaining your lifestyle.

We are a great team of passionate people with amazing Residents and clients whom we support. Come and be apart of something special in your local community.

Call 07 3409 9340 or Send your resume Att: admin@nsihousing.org

WWW.NSIHOUSING.ORG



North Stradbroke Island Aboriginal and Islanders Housing Cooperative Society Ltd

Position Title	Personal Carer
Location	Nareeba Moopi Moopi Pa
Employment Status	Permanent, part time or casual opportunities
Position Reports to	Clinical Care Manager / Registered Nurse
Hours of Work	Moopi is a 24/7 facility and shifts could be available throughout the roster 24 hours per day, over the 7 days
Award	Aged Care Award, applicable allowances provided
Date Approved	November 2021

Organisational Context

North Stradbroke Island Aboriginal & Islander Housing Society (the Housing Co-op) is a well established community service provider on the island and provides long term housing for Quandamooka peoples, home and community services at the Minjerriba Respite Centre, and a residential aged care facility, Nareeba Moopi Moopi Pa Aged Care Hostel.

Nareeba Moopi Moopi Pa Aged Care (Moopi) is an Aged Care facility that provides permanent residential care as well as respite care for our Residents. Moopi is passionate about empowering the Elders/Seniors in our care to thrive, and strives to maintain and enhance the Resident's health and wellbeing, capabilities, independence, choice, privacy, dignity, and safety. As a small provider, our team get to know our Residents and contribute greatly to their journeys of ageing well within the community.

Purpose of Position

The Personal Carer position is to provide a range of support and care services to our Residents within Moopi's aged care facility.

Duties and Responsibilities

Personal Care Duties:

- Support residents with physical day to day personal care tasks including bathing / showering, toileting, dressing and grooming.
- Provide physical day to day assistance to residents with eating, mobility and communication as required.

- Understand and support the physical, emotional and lifestyle rights, needs and responsibilities of residents including encouraging their independence and reinforcing their capabilities.
- Immediately attend to the care and cleaning of assigned residents following incontinence.
- Under the direction of the Registered Nurse and in accordance with the residents' personal care plans, implement clinical interventions and administer medication in a competent and safe manner and in accordance with medication administration guidelines.
- Refer and report all medical and medication enquiries to the Registered Nurse or the supervisor.
- Refer and report all changes in resident's health status to the Registered Nurse or the supervisor.
- Immediately respond to and report emergency situations.
- Transport, accompany and support clients to attend community facilities and services to attend appointments and errands (eg. shopping, banking, etc).
- Transport, accompany and support residents and the Lifestyle Activities Officer on organised group outings.
- Work under the direction and provide assistance to the Registered Nurse as required.
- In line with the Duties Assigned, undertake the tasks and responsibilities of duties outlined for Personal Carers on each rostered shift including assist in meals preparation and serving, cleaning and laundry, as required.
- Assist the Activities Officer with coordinating and facilitating resident activities.
- In the absence of the Manager, respond to the direction of the Registered Nurse (and/or most senior staff member) and take responsibility for directed tasks and duties.

Reporting Duties:

- Record accurate and reliable notes and information about residents and their personal care plan on a daily basis, for each occasion of service.
- Provide accurate handovers of progress and updates to other Moopi care staff at the end of each shift and in a timely manner as required.
- Record all and any *continuous quality improvements* including feedback (complaints, compliments)
- Assist in the preparation, collation and submission of statistical data, records and reports for key stakeholders as required.

Teamwork Duties:

- Maintain and apply up to date knowledge of industry and position specific laws, regulations, standards and practices.
- Undertake tasks as set in the Shift Roster Tasks and Duties including scheduled and ad hoc tasks associated with day shift, afternoon shift and evening/night shift.
- Work as a highly independent worker, but also as an integral part of the team.
- Contribute to continuous quality improvement
- Communicate effectively and openly in the workplace.
- Complete tasks in a timely manner and meet strict deadlines.
- Participate in professional development including self-directed learning and required training.
- Demonstrate knowledge of occupational health & safety, and equal employment opportunity and comply with associated organisational policies.

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. The Housing Co-op can direct you to carry out duties which it considers are within your level of skill, competence and training.

Key Requirements

1. Qualifications in Certificate III in Individual Support and/or Disability Support (and/or equivalent relevant experience)
2. Well-developed interpersonal, verbal and written communication skills including the ability to communicate effectively with a wide range of stakeholders.
3. Demonstrated understanding and respect of cultural needs and requirements within an Aboriginal community service.
4. Demonstrated values and understanding that respects the unique needs of our Residents and respects their independence, choice and personal preferences.
5. Demonstrated ability to exercise discretion, deal with sensitive and emotional issues and situations and maintain confidentiality.
6. Demonstrated ability to organise and plan own work, manage multiple tasks and work independently.
7. Demonstrated typing and computer skills and knowledge of computer software programs including the Microsoft Office suite.
8. Demonstrated ability to work as a team and contribute to team work.

Additional Factors

- Maintain a current drivers licence.
- Vaccinations - Double Covid and FLuVax every year
- Current First Aid and CPR Certificate.
- 3 yearly police checks and licences reviewed annually and kept up to date
- Ability to undertake the physical requirements of the position