

## Position Description

Position Title	Health Care Worker
Position Number	30012943
Division	Community and Continuing Care
Department	Simpkin House
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Health Care Worker G1 – G3
Classification Code	IN37 – IN39
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• National Disability Insurance Scheme (NDIS) Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

### Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

### Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

### Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## **The Position**

The Health Care Worker works with the Simpkin House nursing team to deliver care services for up to thirty older people living with severe behavioural and psychological symptoms associated with Dementia and or/ Mental Health conditions with a goal to stabilise and reduce a person's behavioural and psychological symptoms. The Simpkin House care team work closely with allied health, specialist internal and external clinicians and stakeholders to provide the highest quality evidence-based person-centered dementia and mental health care.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Provide safe person-centred care, including assessment, intervention, individualised care planning, evaluation of residents with supporting documentation as delegated and supervised by the RN in charge
- To provide and promote safe, recreational, person-centred, psychosocial, goal-orientated care, supporting residents to promote rehabilitation and build on their capabilities in an interdisciplinary environment.
- Undertake the full range of resident's personal care requirements, whilst respecting everyone's privacy and right to self-determination.
- To monitor the impact of personal care and maintain ongoing communication with the Nurse Unit Manager, Associate Nurse Unit Manager (or senior person in charge) regarding the health and functional status of individuals
- Report client changes in health and functional status or changes in care interventions to the Nurse Unit Manager, Associate Nurse Manager, Registered Nurse (or senior person in charge) client and carer and interdisciplinary team to ensure immediate and ongoing care/health interventions
- Implement and comply with Bendigo Health Policies and Procedures
- Ensure compliance with Food Safety Program Guidelines.
- Participate and commit to Quality Programs and ongoing improvement activities using the framework of the Aged Care Quality Safety Standards.
- Provide a safe environment for residents, staff, family and visitors to the home.
- Report any maintenance requirements of the home.
- Maintain accurate records, statistics and reports as needed.
- To participate in staff development and training and all mandatory training.
- To maintain a practical working knowledge of Aged Care legislation inclusive of the Aged Care Quality Standards

## Key Selection Criteria

### Essential

1. Certificate III or IV in Individual support (Ageing)
2. Certificate in Food Handler's Hygiene or equivalent
3. Experience working in aged care or inpatient care, caring for older people living with dementia and/or mental health conditions
4. Sound appreciation of key concepts relating to Food Safety, Occupational Health & Safety, Infection Control and Quality Improvement
5. Demonstrated high level skills and experience in key concepts of Residential Services
6. Proven ability to meet deadlines, goals and objectives
7. Flexibility to operate in an environment of change
8. Committed to own self development and completion of required training
9. Well-developed interpersonal and communication skills and computer literacy
10. Ability to work as part of a team as well as independently

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these

requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*