

Position Description

Position Title	Health Care Worker - Day Respite Program
Position Number	30008811
Division	Aged Care, Public Health, Aboriginal and Diversity Services
Department	Gibson Street Group
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Health Care Worker Grade 1 – 3
Classification Code	IN37 – IN39
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• National Disability Insurance Scheme (NDIS) Check• Immunisation Requirements

Bendigo Health

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

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Community Lifestyle Program understands it operates in a diverse community in terms of age, gender, health issues, abilities, cultural and socio-economic background, language, skills, education, spirituality and sexuality.

Responsibilities and Accountabilities

Provide quality care and support for clients within the Day Respite Program and ensure each client has an individual lifestyle plan formulated in consultation with the client and carer that is reviewed and evaluated in line with the Unit's documentation protocol.

Key Responsibilities

- To provide safe resident centred care, including assessment, intervention, individualised care planning, evaluation of residents with supporting documentation
- Undertake the full range of resident's personal care requirements, whilst respecting each Individual's privacy and right to self-determination.
- To monitor the impact of personal care and maintain ongoing communication with the Enrolled Nurse and Nurse Unit Manager Nurse (or senior person in charge) regarding the health and functional status of client's during participation in the program
- In liaison with the Enrolled Nurse Day Respite Coordinator actively participate in the development and delivery of the annual activities plan for the program.
- Ensure compliance with Bendigo Health Policies and Procedures and Food Safety Program Guidelines
- Ensure compliance with cleaning protocols are adhered to
- Undertake the full range of food and domestic activities including, but not limited to the serving and delivering of meals and drinks to the residents as directed.
- Compile care plans and profiles of residents with supporting documentation.
- Maintain an accurate comprehensive record of resident's preferences and attendance at lifestyle programs, reports and statistical data as required
- Be responsible for comfort and safety of the client during recreation activity/diversional therapy within and external to the home.
- Assist clients to maintain an optimum level of health and independence based on the principles of active service models and restorative care.
- Provide a safe environment for residents, staff, family and visitors to the home
- Report any maintenance requirements of the home
- Participate and commit to Quality Programs and ongoing improvement activities using Commonwealth Aged Care Accreditation Guidelines.
- Ensure compliance with BH risk management policy and guidelines.
- To promote the Bendigo Health within, and external to the organisation.
- To communicate effectively within and external to Bendigo Health.
- To promote practices, which comply with the policies and procedures of BH and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- To participate in service development as required.
- To participate in team/departmental meetings and other organisational meetings as required
- To participate in staff development and training as required (including annual mandatory training in fire/emergency, 'no lift', cardio-pulmonary resuscitation & infection control), and maintain a personal record of activities completed.

- To contribute to the collection of relevant clinical data
- To maintain a practical working knowledge of Aged Care legislation inclusive of the Aged Care Quality Standards
- You are required to notify your employer and document all reportable incidents (serious incidents) of alleged or suspected to have occurred to a residential care recipient (consumer), in connection with the provision of residential care, or flexible care provided in a residential setting: unreasonable use of force against a consumer including (• unlawful sexual contact, or inappropriate sexual conduct, inflicted on a consumer • psychological or emotional abuse of a consumer • unexpected death of a consumer • stealing from, or financial coercion of, a consumer by a staff member of the provider • neglect of a consumer • use of physical or chemical restraint of a consumer (other than in the circumstances set out in the Quality of Care • Principles) • unexplained absence of a consumer from the service) so that the appropriate response can be undertaken to ensure the health, safety and wellbeing of residents, and to meet record keeping responsibilities under the Act.

Key Selection Criteria

Essential

1. Certificate III or IV in Individual support (Ageing)
2. Certificate in Food Handler's Hygiene or equivalent
3. Current non-probationary unrestricted Victorian Driver's license
4. Experience in aged care or inpatient care caring for people living with dementia
5. Demonstrated understanding of the social and culturally diverse needs of clients/residents within an aged residential setting.
6. Demonstrated application of Food Safety, Occupational Health & Safety, and Infection Control Principles
7. A personal approach which is positive, enthusiastic, friendly and helpful
8. Sound literacy, documentation and communication skills (including computer literacy)
9. Ability to work as part of a team as well as independently
10. Flexibility to operate in an environment of change while embracing continuous improvement initiatives

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.

- 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.