



POSITION DESCRIPTION

Position Title:	<i>HEALTH & WELLBEING OFFICER</i>
Reports To:	<i>Community Leader South B (where daily direction is provided by the Health & Wellbeing Coordinator)</i>
Location:	<i>Mercy Centre Ballarat/Community South B</i>
Parameters:	<i>Part Time – 25 – 30 hours per fortnight</i>
Date Prepared:	<i>April 2021</i>
Approved By:	<i>Community Leader South B / Human Resources Manager</i>

Context

The Institute of Sisters of Mercy of Australia and Papua New Guinea (the Institute) is a religious congregation of Catholic women who endeavour to advance the Reign of God by engaging in the spiritual and corporal works of mercy.

In all aspects of their lives, Sisters of Mercy are motivated by the Gospel of Jesus Christ and inspired by the founding vision of Venerable Catherine McAuley who, with two companions, began the Order of Mercy in Dublin in 1831.

Sisters of the Institute are governed by an elected Leader and Council (the Leadership) and serve individually in a variety of ministries. The Institute itself is responsible for a large number of incorporated works in the areas of health and aged care, education, social welfare and digital communication.

For the most part, the incorporated works are governed and staffed by lay women and men. Their commitment and professionalism continue to enliven the tradition of Gospel service inherited from Catherine McAuley.

Concerning its day to day administration, the Institute is served by a dedicated team of people who deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea. These employees work closely with their colleagues, the Executive Director ISMAPNG, the Leadership and the Institute's communities.

There is an expectation that all employees will consistently respect and uphold the workplace values of the Institute which are:

- Integrity
- Hospitality
- Unity of purpose
- Diligence
- Respect for all



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Primary Purpose of the Position

The Health & Wellbeing Officer, in constant collaboration with the Health & Wellbeing Coordinator and the Community Leader, attends to and oversees all aspects of care for the Sisters residing in Geelong to meet their daily health and wellbeing physical and social requirements and assist in their comfort.

The sisters may reside in one of the following :

- Independent Living units
- Residential Aged Care
- Wider Geelong Community

The main purpose of the role is to ensure sisters are receiving professional medical support and guidance as required with utmost respect and privacy.

Reporting Relationships

<u>Direct Reports to this Position</u>	<u>Indirect Reports to this Position</u>
<ul style="list-style-type: none">• Nil	<ul style="list-style-type: none">• Nil

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none">• Community Leader South B• Health and Wellbeing Coordinator (where the position is directly employed by ISMAPNG)• Sisters Companion• Sisters in Geelong area	<ul style="list-style-type: none">• Medical Specialists• Allied Health Professionals• Aged Care Facility Staff• Health and Wellbeing Coordinator (where the position is contracted)

Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none">• Daily care practises for general wellbeing of Sisters
<u>Recommendations Expected</u> <ul style="list-style-type: none">• Major/significant medical or lifestyle changes for Sisters



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Key Responsibilities

Case Management and Administration

- Maintain a daily record of all appointments for the Sisters with progress notes that can be accessed by the Community Leader and Health & Wellbeing Coordinator at any time
- Maintain accurate records as required e.g. fortnightly timesheets, appointments etc.
- Communicate any changes in the general health of the Sisters to the Health & Wellbeing Coordinator, including incidents and injuries
- In regular communication with the Health and Wellbeing Coordinator, maintain communication with relevant nurses, allied services staff and where appropriate, Rice Village Residential Aged Care Staff, regarding issues relating to the sisters health and wellbeing
- In communication with the H&W Coordinator, access aids and equipment where required – for example, four wheel walkers, wheel chairs, etc...
- In collaboration with the Health & Wellbeing Coordinator, assist in the implementation of a health care plan
- Comply with communication agreed to by the Health and Wellbeing Team to ensure all required persons, are informed of relevant issues
- Attend regular meetings e.g. with the Community Leader South B, Health & Wellbeing Coordinator, staff etc. when required

Relocation, Facility Service and Maintenance

- Organise sisters' rooms in Hostel or Nursing Home
- Assist sisters when moving residence
- Orient sisters when moving from residence into ILU, residential aged care or respite
- Support and encourage sisters to report maintenance issues via the agreed protocol at either Rice Village or via the Community Support Assistant
- Alert the Health & Wellbeing Coordinator if something is lacking in the Sisters' living environment, including when a complaint has been lodged

Personal Care of the Sisters

- Provide assistance to ensure the care and wellbeing of the Sisters, giving special attention to anyone with specific needs e.g. illness
- Accompany and transport Sisters to and from functions and shopping, as required
- Alert the Health & Wellbeing Coordinator if something is lacking in the Sisters' personal care, including when a complaint has been lodged (for example grooming, dressing, hygiene etc)
- Provide encouragement for Sisters to attend facility/community initiatives e.g. exercise classes, community choir, etc...
- Awareness of Sister's needs, which may be unspoken



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Health and Aged Care Support

- Accompany sisters, when required, to doctor, specialist appointments (for example, hearing, dentist, dermatologist, optometrist, geriatrician, cardiologist, etc.)
- Discuss information with sisters in relation to their health concerns to enable them to obtain the best medical attention. This may involve, when required, interpreting information and seeking clarification for sisters when they attend medical appointments.
- Immediately advise the Health & Wellbeing Coordinator if advanced medical treatment is required such as surgery
- From time to time, accompany a sister to emergency and/or hospital during normal working hours if required or as negotiated with the Community Leader or Health and Wellbeing Coordinator
- When required, visit sisters in hospital
- In consultation with the Health & Wellbeing Coordinator, when required, liaise with Mercy Home and Community Services (MHCS) regarding after services

Other

- Engage sisters in the wider community including assistance with recreational activities
- Encourage and assist sisters to attend functions and social activities if requested by the Community Leader or Health and Wellbeing Coordinator

Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of ISMAPNG including an alignment with the mission of hearing the cry of Earth and the cry of those rendered poor, in the context of Integral Ecology and care for our common home.
- Actively participate in Mercy formation available within the Institute.

Safety of Children and Vulnerable People

ISMAPNG is committed to ensuring zero tolerance of abuse in all its forms by creating a culture of safety and respect for all, including prioritising the safety and best interest of all children and vulnerable adults with whom we have contact. All staff and those who work with us are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

Staff who have access to children through their role must have a valid Working with Children Check. All other staff, prior to commencement, must have a valid National Police Check.



POSITION DESCRIPTION

Workplace Health and Safety

- Identify and respond to any safety issues
- All WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System.

Required Skills, Knowledge and Experience

- Appropriate training, skills and/or qualifications in Personal Care, Home and Community Care/services and/ or Aged Care (minimum of Certificate III) Community Welfare Diploma
- Commitment to teamwork and team accountability and an ability to take initiative and work independently when required
- Competent written and verbal communication skills
- Strong knowledge and experience of aged care principles
- A personal desire to support elderly people to live valued and meaningful lives
- Ability to handle sensitive issues with diplomacy and discretion
- Punctual and reliable, caring and attentive personable attributes
- Current Victorian Drivers Licence
- A commitment to uphold and support gospel values and mercy ethos.

Other Matters

- All employees and contractors are required to comply with the policies and procedures adopted by the Institute
- This Position Description is subject to the Standard Terms and Conditions of this contract and any Letter of Offer relating to the position
- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective.