



POSITION DESCRIPTION

Position Title:	<i>PERSONAL CARER</i>
Reports To:	<i>Community Leader South A - SA or Delegate</i>
Location:	<i>Residential Care Facilities and Independent Care Adelaide, SA</i>
Parameters:	<i>Maximum Term Contract – 12 months with possible extension. Part Time - 5 days (25 hours) per week with potential for additional hours</i>
Date Prepared:	<i>April 2021</i>
Approved By:	<i>Community Leader South A – SA /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 for Excellence
- Respect for all



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Position Objective

The Personal Carer provides assistance and emotional support to ensure the care and wellbeing of the sisters both in residential care facilities and, where required, independent living.

Reporting Relationships

<u>Direct Reports to this position</u>	<u>Indirect Reports to this position</u>
<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• N/A

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none">• Community Leader South A - SA• Health & Wellbeing Coordinator• Aged Care Coordinator• Community Members South A - SA• Events Coordinator Community South A – SA• ISMAPNG Alphington Staff re phone lines, internet, Bupa• Community South A - SA sister responsible for the aged care bank account	<ul style="list-style-type: none">• Staff of Residential Care Facilities including Pastoral Care Coordinator• Medical Specialists• Allied Health Professionals• Sisters' family members• Those holding active powers for the sisters: Advanced Care Directive, Medical Power of Attorney, Enduring Guardianship, Power of Attorney

Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none">• Day to day personal support practices for general wellbeing of sisters
<u>Recommendations Expected to Community Leader and or Health & Wellbeing Coordinator</u> <ul style="list-style-type: none">• Major/significant medical or lifestyle procedures for sisters



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Key Accountabilities and Responsibilities

The Personal Carer will be required to perform all, or some of the following tasks, dependent on the sister's health and wellbeing needs:

Health & Wellbeing Care in Residential Facility

- Provide assistance and emotional support to ensure the care and wellbeing of the sisters in residential care facilities, giving special attention to anyone with particular needs e.g. illness/mental wellness
- Be the first point of contact for the Residential Facility Staff in Community South A - SA regarding information about sister's significant health changes, mental health issues, incidents such as falls and accidents. This role must then communicate these incidents to the Health and Wellbeing Coordinator and the Community Leader.
- Communicate any changes in sister's physical ability to the Health & Wellbeing Coordinator and Community Leader. Following their instruction, communicate with the sister's companions, family and friends especially when visitors wish to take them out of the facility. Ensure that when a sister is being taken out, that the facility procedures are followed.
- Liaise and regularly communicate with the facility's Pastoral Care Coordinator and pastoral care volunteers regarding sister's needs
- Act in the role of the sister's advocate where required and communicate outcomes with the Health & Wellbeing Coordinator
- Be alert and responsive to the personal needs of the sisters e.g. grooming, clothing and hygiene. Report any issues to the Residential Care Facility Staff.
- Encourage sisters to attend facility initiatives, e.g. exercise classes
- As required:
 - Assist with reading and writing letters
 - Assist with meals
 - Assist with family visits
 - Personal shopping
 - Attend to personal items
 - Where practicable, prompt and/or check that sisters have taken medication. You are not permitted to administer medication. Report any issue to the Residential Care Facility.
 - Accompany and transport sisters to and from medical appointments/functions
 - Tidy drawers, wardrobes and cupboards in sister's rooms
- Liaise with Residential Facility Staff, Community sisters, Sisters Events coordinator, family and friends when birthdays, jubilees or special events are occurring
- Maintain confidentiality at all times



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Health & Wellbeing Care in Independent Living Units

In consultation with the Health & Wellbeing Coordinator and Community Leader, the following tasks and responsibilities may be required for some sisters living independently:

- Provide assistance and emotional support to ensure the care and wellbeing of the sisters, giving special attention to anyone with particular needs e.g. illness/mental wellness
- Communicate any changes in sister's physical ability to the Health & Wellbeing Coordinator
- Act in the role of the sister's advocate where required and communicate outcomes with the Health & Wellbeing Coordinator
- Be alert and responsive to the personal needs of the sisters e.g. grooming, clothing and hygiene. Report any issues to the Health & Wellbeing Coordinator
- As required:
 - Assist with reading and writing letters
 - Assist with meals
 - Assist with family visits
 - Personal shopping
 - Attend to personal items
 - Where practicable, prompt and/or check that sisters have taken medication. You are not permitted to administer medication. Report any issue to the Health & Wellbeing Coordinator
 - Accompany and transport sisters to and from medical appointments/functions
- Liaise with Community sisters, Sisters Events coordinator, family and friends when birthdays, jubilees or special events are occurring
- Maintain confidentiality at all times

Teamwork, Communication and Administration

- Liaise with the Health & Wellbeing Coordinator for assistance with the needs of the sisters e.g. clothing purchases
- Maintain accurate records by ensuring SharePoint is continually updated with any health & wellbeing requirements and as required ensuring important information is recorded and conveyed personally to the appropriate person i.e. Community Leader and/or Health & Wellbeing Coordinator
- Attend regular meetings with the Health & Wellbeing Coordinator and Health & Aged Care Coordinator and Community Leader as required
- Attend monthly team supervision sessions with the Health & Wellbeing Coordinator
- Be available, when other staff are on leave, to respond to the sister's needs
- Ensure timesheets are signed and submitted at the designated time to the Community Support Assistant each fortnight
- Other duties as directed



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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 Adults at Risk

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 adults at risk 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 adults at risk 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.

Workplace Health and Safety

- Identify and respond to any safety issues
- Attend the workplace and adhere to the ISMAPNG COVID-19 safety guidelines
- All WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System.

Qualifications, Experience & Competencies

- Appropriate training, skills and/or qualifications in Home and Community Care or Aged Care, Aged Care Training, knowledge of mental health, dementia issues, minimum of Certificate III
- A current unrestricted Class C Driver's License
- Commitment to teamwork and team accountability and an ability to take initiative and work independently when required
- Strong knowledge of aged care principles
- Sensitivity to catholic values and culture
- Ability to handle sensitive inquiries with tact and discretion
- A personal desire to support sisters to live valued and meaningful lives
- Punctual and reliable
- A commitment to uphold and support gospel values and mercy ethos



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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.