

## JOB DESCRIPTION

<b>Position Title</b>	Personal Attendant
<b>Type of Appointment</b>	Casual

### Accountability Statement

The Personal Attendant is accountable to the Coordinator, for the provision of home based personal care and general assistance with the activities of daily living, to people with a disability enabling them to live independently in the Community.

### Key Accountabilities

Personal Attendant is accountable for:

1. Promoting consumer independence by assisting with the following activities of daily living as required:

Personal Care:- Showering, dressing, transferring (manual transfer or hoist transfer), bowel and bladder care.

Medication: - This is the consumer's responsibility but some physical assistance may be required. Any further assistance would involve specific training and credentialing

Grooming: - hair care, nail care and make up

Meals:- preparation of breakfast, lunch and dinner and assistance with consuming.

Housework:- which may include bed making, general cleaning, washing dishes, doing laundry and any reasonable request

Shopping:- food, general household items

Gardening:- light gardening if time permits

2. Ensuring the comfort and safety of the consumer by observing the following:-

- Never wear rings, bracelets, long chains, necklaces or watches when physically handling a Consumer. Poor Circulation, impaired sensation plus diminished healing capacity leads to major problems for the consumer if they are scratched or cut.
- Dress appropriately for the work situation.
- Keep long hair tied back or worn up.

- Avoid wearing long dangling, or large hoop earrings as they can get caught or scratch the Consumers face.
- Avoid wearing perfume or aftershave as consumer may suffer from allergies.
- Keep your fingernails short, clean and smooth edged.
- Wash your hands and put on gloves as per universal standard precautions. Always wash your hands after removing the gloves.
- Washing your hands before touching or preparing any foodstuff.
- Ensuring that no consumer is ever left unattended on an agreed rostered shift by firstly contacting the consumer, other team members to cover the shift or if unsuccessful, contacting the office. (Failure to ensure that a shift has been covered or leaving a shift early will result in termination of employment)

No smoking during working hours or inside workplaces

### **Shift Coverage**

Facilitate own shift coverage if the need arises by contacting the consumer and other team members in the first instance. If unsuccessful, assistance will be given.

### **Management Focus**

In fulfilling the Key Accountabilities, the Personal Attendant will:

- Ensure compliance with all organisational policies and procedures as they relate to the provision of attendant care services.
- Ensure that timely and accurate reports on services are provided as required by management.
- Behave in all matters in a way that reflects the values and objectives of the Association.
- Attend all staff meetings, staff training and relevant staff appraisal sessions.
- Strictly maintain the confidentiality of Enhanced Lifestyles consumers.

### **OHS & W Responsibilities**

- Comply with any direction or instruction aimed at protecting occupational health, safety and welfare matters.
- Co-operate and consult with management, consumer and colleagues in the promotion of occupational health, safety and welfare matters.

- Use safe working methods to maintain safe working conditions and avoid adverse effects on the health and safety of other employees.

### **Equal Employment Opportunity**

Demonstrate and promote equal employment opportunity principles in the work place.

### **Performance Standards**

The performance of this position will be assessed on the following, using a performance enhancement program with, as appropriate, relevant performance indicators, which will be conducted every three months e.g.:

- The availability to attend shifts.
- The satisfaction of consumers with the service provided.
- The quality, manner and timeliness of reporting to the Consumer and Coordinator.
- Adherence to organisational policies and procedures.
- The observance of occupational health and safety requirements.
- Enhanced Lifestyles Inc. Enterprise Agreement 2005 13
- Consideration of other team members.

### **Organisational Relationships**

Responsible on a day to day basis to the consumer by whom they have been employed.

Personal Attendants may liaise with other members of their team or the Coordinator as required after seeking advice from their consumer.

Responsible for the reporting of any duty of care issues, which may arise for each individual consumer.

On rostered shifts, work under consumer direction to accommodate any reasonable request relating to the amenity and security of the consumer.

### **Qualifications and Experience**

The following qualifications and experience are essential or desirable:

- Training in human services related disciplines, including Infection Control, Medication Awareness, Manual Handling etc..

- Note: - (It is not necessary to already have this training to apply for the position – Personal Attendants may undertake this training after they have been successful in obtaining a position including on the job training)
  
- Empathy with people living with a disability within the community
- Demonstrated ability to work within a team.
- Good organisation skills
- Reliable, punctual and willingness to undergo National Police Clearance check.

### **Special Conditions**

- ⇒ The position is casual, therefore ineligible for paid sick leave, holiday leave is paid as a bonus and commences accumulating after 6 months service.
- ⇒ Work is performed at the times that coincide with the consumers' needs therefore, the Personal Attendant must be prepared to work flexible hours. Shifts are generally negotiated on a fortnightly basis, may be fragmented and hours may fluctuate each fortnight.
- ⇒ Personal Attendant need their own transport to get to shifts.
- ⇒ Required to undertake relevant training and update that training as per the Enterprise Bargaining Agreement and the Enhanced Lifestyles Training Policy.

### **Please Note:-**

Personal Attendants will not, under any circumstances work whilst under the influence of either alcohol or drugs or leave a consumer unattended for any reason on an agreed rostered shift.

Failure to comply with either of these conditions will result in termination of employment.

Personal Attendant will not be required to transport Consumers in their vehicles when attending duties outside the home eg shopping or medical appointments.