



Role Description - Personal Care Team leader

MAIN DUTIES & RESPONSIBILITIES

- Support and comply with the Mission & Values, Philosophy of Care, Objectives and Policies of St Andrews Village.
- Deliver effective team leadership.
- Appropriate allocation of skilled team members to resident care needs (includes allocation of breaks for staff).
- Ensure effective orientating & “buddying” of new staff for training.
- Support team members in aspects of their work ensuring the team works in a cohesive and productive manner.
- Attend staff meetings and attend committee work as required.
- Give basic counselling to team members as may be required from time to time.
- Manage & monitor effective appropriate resource usage within the team.
- Assess resident’s current ability to take medication.
- Ensure safe medication delivery system in place meeting policies and regulations.
- Liaise with senior staff or management in areas of concern.
- Deliver specialist nursing care including effective catheter, stoma and wound care.
- Maintain accuracy & currency of knowledge.
- Have a full knowledge of the nursing process and how it impacts on resident care.
- Provide a wide range of personal care services to residents.
- Give assistance to family members and visitors where possible or refer to supervisor.
- Lead and participate in team meetings to discuss residents’ care plans in conjunction with the resident, relative & supervisor.
- Ensure that the residents’ privacy, dignity and safety is maintained at all times.
- Ensure care given articulates with nursing care plan.
- Complete documentation: - daily progress notes, assessments, evaluations & reviews etc.
- Meet policy guidelines regarding client records.
- Assist in resident assessment including ACFI documentation.
- Be a role model in clinical care, training of manual handling, and small groups.
- Actively participate in care review conferences.
- Liaise with Director of Care and RN’s prior to & post-care review conferencing.
- Ensure that changes as a result of care reviews are entered into the care plan as required.
- Comply with OH&S and village policies and with all accreditation standards.
- Ability to work unsupervised.
- To contribute as an active Care team member, undertaking other duties as may be required from time to time.
- Ability to work over a 7 day roster.
- To at all times seek to give excellent customer service.
- To comply with confidentiality and policies.