



**GOODWIN**  
THE BETTER LIFE CHOICE

## POSITION DESCRIPTION

### POSITION: CARER

#### About Goodwin

Goodwin Aged Care Services has a strong vision, mission and set of values for the delivery of high quality accommodation and care support to older people. We deliver this service at three residential aged care facilities at Ainslie, Farrer, and Monash; through a community program supporting people in their own home; and by ensuring our residents in independent self-care units enjoy a high quality of life.

#### Role (Purpose of Position)

Goodwin employs Carers to provide Goodwin residents with personal care and assistance as they require. Care workers are part of a team who perform personal care and support tasks to ensure residents receive services and support to maintain a safe, dignified, high quality of life.

Care workers are known as "Multi-skilled" and may work across care and support streams including care, activities, catering, cleaning or laundry. Care workers may work in any and all streams. Care Workers work at a designated residential aged care facility, but may be relocated to another facility as organisational and resident needs change.

#### Responsibilities (Major Accountabilities)

The role will have responsibility in the following areas:

- Provide quality care and support tasks to residents as per care plans
- Ensure all allocated work tasks are completed through effective prioritisation
- Ensure the quality of care and support delivered to residents meets set standards
- Ensure incidents/events affecting residents/facility are reported to Management
- Ensure skills and competencies are developed and assessed with areas for improvement or opportunities for development, identified and actioned
- Comply with legislation and Goodwin policy/procedures and practices
- Maintain Goodwin's culture of continuous improvement in the delivery of services
- Contribute to improving the overall care support operations delivered by Goodwin.
- Ensure evidence to support resident claims is properly documented
- Maintain and promote Goodwin's reputation as a quality aged care provider.
- Maintain the customer service culture and present professionally to all people

#### Medication Assistance

- When trained, carers undertake medication administration and undertake responsibilities connected with medication management in accordance with Goodwin policies and practices.



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### Reporting

- Carers report to the Care Manager and Assistant Care Manager.
- Care workers work under the direction of the Team Leader

### Selection Criteria

#### Essential Skills and Qualifications

- Experience in the delivery of care outcomes for older people
- Experience in achieving outcomes and skill development
- Sound level skills in office systems, procedures, documentation and record keeping
- Ability to work with limited supervision
- Strong interpersonal skills and ability to communicate with a range of stakeholders.

#### Desirable Skills and Qualifications

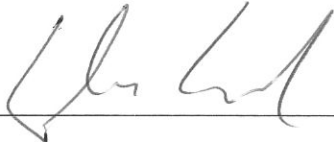
- Certificate III or IV in Aged Care or Community Care
- Medication Assist Qualifications.

#### Other Attributes

- Works well individually and as a team member building solid relationships
- Adapts to changing environments and demands
- Enthusiastic, energetic, projects a positive image and commitment
- Good attention to detail, efficiency and effectiveness
- Maintain good spirits even in adversity, possess stamina and robustness
- Flexibility in work and thought processes to be able to multi task on a variety of diverse work types at the same time.

### Position Approval

This position is an approved position at Goodwin Level Two.

CEO Signature  Date 2/7 / 2011