

Position title	Personal Care Attendant
Position number	P2010
Employment status	Casual
Department	Rumbalara Elder's Facility
Location	Ford Road, Shepparton
Position reports to	Manager
Award	Aged Care Award 2010
Classification	Aged care – Direct care employees – Casual (based on qualifications)

ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Ageing and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$35+ million and a workforce of approximately 300+ people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.



ROLE PURPOSE

Provide care and support that enhances Elders wellbeing, delivering high quality care, maintaining an optimal level of dignity, respect, comfort, and quality of life for residents.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- Certificate III in Aged Care or equivalent.

Knowledge and skills:

- Good communication skills.
- Commitment and understanding of Aboriginal culture.
- Ability to read and write clear and precise English appropriate to Elders' needs.
- Mature outlook with the ability to relate and converse with older people.
- Ability and commitment to working as part of the team.
- Demonstrated initiative and ability to workout supervision.
- Commitment to maintaining confidentiality.
- Ability to work within the culture of Rumbalara Elders Care Facility ("The REF") and knowledge of Aboriginal culture.

Desired Knowledge, Expertise and Skills:

- Experience in residential aged care.
- Understanding of Aged Care, quality improvement and associated legislation.
- Understanding documentation requirements.

KEY RESPONSIBILITIES

1. Technical Capabilities

- Acting at all times to protect the right of Elders, including culture, confidentiality, privacy, individual choice and decision-making.
- Provision of consistently high quality to Elders.
- Supporting the independence of Elders by providing appropriate assistance with personal care in accordance with care plans.
- Maintain accurate to the needs of Elders, families, advocates and other staff.
- Observe, report and document of all Elders changes in need requirement.
- Ensuring maintenance of clean linen, making beds, changing of linen for Elders.
- Assist with the serving of meals, assisting Elders as required.
- Undertaking of annual medication competency testing.
- Attendance at mandatory education sessions.
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk.
- Other appropriate and reasonable duties as directed by the Manager and/or Executive Manager.



2. Behavioural Capabilities

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making.
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view).
- Provide support and proactively engage with the clients and broader community.
- Establish and maintain relationships with clients, community and Rumbalara staff and team members.

3. Administrative Capabilities

- Attend staff meetings.
- Submit accurate timesheets and claim forms (if applicable) in a timely manner.
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills.
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time.
- Follow correct policy and procedure directions at all times.
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours.

EMPLOYMENT CONDITIONS

- Have a current National Police Check.
- Hold Valid Driver's License, without restriction.
- Hold current Employee Working with Children's Check.
- NDIS screening check.
- Covid Vaccination Certificate in accordance with the government guidelines.
- All staff are required to sign a confidentiality agreement on appointment to the organisation.
- Probationary / qualifying periods apply to all positions.
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view).
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view).
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required.
- Salary packaging is available to permanent part time and full-time staff.
- Tenure of positions at RAC will be tied to existing contracted funding arrangements.