



JOB DESCRIPTION

PERSONAL CARE ATTENDANT (for the Managing Director)

Department:	Retreats
Purpose:	This role provides personal care and domestic/hospitality services to the Managing Director of BE Lifestyle Retreats.
Responsibility:	Reports to the House Leader and Managing Director
Award:	BE Lifestyle Connections Pty Ltd (t/as BE Lifestyle Retreats) has in place an Enterprise Agreement.
Pay level:	Ranges from Trainee (if no relevant experience) to Level 3 (if certified)
Basis of Employment:	Permanent Part Time

OUR VALUES

Responsiveness	<i>Building services around our individual customers</i>
Respect	<i>Acknowledging the rights of our individual customers to retain control over their own lives</i>
Integrity	<i>Ensuring we act in an honest and ethical way at all times</i>
Persistence	<i>Continuously seeking out the supports that the individual customer needs or desires</i>
Innovation	<i>Developing new and creative way of providing customer services</i>
Excellence	<i>Striving to be the best we can through continuous service improvement</i>
Contribution	<i>Contributing effort and ideas to the disability and aged care sectors</i>

INTRODUCTION

BE Lifestyle Retreats is a family owned and run business based on Queensland's beautiful Sunshine Coast. Business founder Belinda Wardlaw established the business in 2006, to meet an acute need within the disability sector for tailored short to long term and respite care for people with high care physical disabilities and their families/carers, as an alternative to institutionalised care.

Belinda has a rare form of Limb Girdle Muscular Dystrophy, a disorder that involves muscle weakness and loss of muscle tissue, mainly around the pelvic and shoulder region. Belinda is confined to an electric wheelchair, and requires assistance in her physical care. Belinda's high standards for her own personal daily care provide a benchmark for her business, thereby ensuring a consistently high level of personal care provision and lifestyle support for her customers.

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Over 30 years, Belinda has worked tirelessly to achieve many significant outcomes for people with disability - advocating and providing support, highlighting their needs, promoting their abilities and supporting their rights for a quality, socially included life.

Today, BE Lifestyle Retreats is a unique, highly regarded and market leading specialty care provider. We currently have 4 retreats based in the Sunshine Coast hinterland (as well as the Managing Director's residence), and have big plans to continue to grow our services across Queensland and into other states.

KEY REQUIREMENTS

Key components of this position include (but are not limited to):

1. Provide personal care services to the Managing Director

- Assist Belinda to meet her daily living needs, including showering, dressing, toileting, accompanying her to physio, swimming and other health related programs
- Assist in administration of medical treatments as required
- Accompany Belinda on outings as required

2. Domestic duties/housekeeping

- Attend to all household cleaning
- Cooking of all meals
- Hospitality (including catering) for business meetings and personal functions
- Shopping for household items

3. Special Challenges

- Shiftwork
- Must be available to accompany Belinda on trips away as required, often involving air travel

QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED

- Experience working as a care provider to disabled persons or the frail aged or a willingness to learn in this area and attain a Traineeship in Cert III Disabilities
- Any formal health care training would be an advantage.
- Mature work ethic
- High level privacy and confidentiality
- Good interpersonal communication skills
- Excellent written communication and reporting skills.
- Must be autonomous and able to work independently
- Current driver's license (and own reliable transport), and willingness to learn how to drive a wheelchair accessible vehicle
- Current first aid certificate (desirable)
- Ability to work in a flexible work environment

KEY COMPETENCIES (TRAINING PROVIDED)

- Wheelchair management
- Operation of vehicle with wheelchair access
- Personal care in toileting
- Personal care in dressing and showering
- Personal care in positioning in bed, exercise regime, physio regime
- Household expectations in cleaning, functions and travel

WORK HOURS

This is a Permanent Part Time position, min. 15 hours up to 30 hours per week.

Current shifts are:

Monday -	Day: 8am – 2pm	Night: 4.30pm – 8am
Tuesday -		Night: 4.30pm – 8am
Wednesday -		Night: 4.30pm – 8am
Thursday -	Day: 8am – 2pm	Night: 4.30pm – 8am
Friday -	TBA	Night: 4.30pm – 8am
Sat/Sun -	Day: 8am – 2pm	Night: 4.30pm – 8am

UNIFORM

Your uniform includes a company supplied shirt, with your own white, navy blue or black skirt or pants, and closed in shoes.

HOW TO APPLY

To apply for this position, please contact Belinda Wardlaw on 07 5446 6299 or send your application belinda@belifestyleretreats.com.au.

Your application should include:

1. **A covering letter** outlining your knowledge, skills and abilities relevant to the qualifications, skills and experience required (above), as well as your motivation for applying for the position. PLEASE INDICATE THE POSITION THAT YOU ARE APPLYING FOR.

2. **A current copy of your Curriculum Vitae or Resume.** This document should include:

- your contact details;
- a comprehensive employment history including functions or roles performed;
- dates of employment;
- skills and qualifications;
- contact details for 3 current referees