



## JOB DESCRIPTION

### PERSONAL CARE ATTENDANT

- Department:** Retreats
- Purpose:** This role provides 24-hour personal care to individuals who have high care physical disabilities, or are frail aged, who choose to stay at BE Lifestyle Retreats.
- The PCA role ensures all aspects of personal care, hygiene, medical and domestic requirements are met, in accordance with the established support plans for each individual customer.
- 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** *Building services around our individual customers*
- Respect** *Acknowledging the rights of our individual customers to retain control over their own lives*
- Integrity** *Ensuring we act in an honest and ethical way at all times*
- Persistence** *Continuously seeking out the supports that the individual customer needs or desires*
- Innovation** *Developing new and creative way of providing customer services*
- Excellence** *Striving to be the best we can through continuous service improvement*
- Contribution** *Contributing effort and ideas to the disability and aged care sectors*

### INTRODUCTION

BE Lifestyle Retreats specialises in first class disability and frail aged service provision (accommodation based), delivered primarily through our Retreats dotted throughout the Sunshine Coast hinterland. Our innovative alternative Lifestyle Living Program provides care for people with high care physical disabilities, acquired brain injury, neurological conditions, spinal injuries and other disabilities, and the frail aged.

BE Lifestyle Retreats currently has 4 retreats.

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## **KEY REQUIREMENTS**

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

### **1. Provide one-on-one personal care services to customers of BE Lifestyle Retreats**

- Assist customers to meet their daily living needs, including personal hygiene, nourishment and other support as specified in the Care Plan
- Assist in administration of medical treatments as required
- Perform allied health programs at the retreats and attend community allied health programs with customers
- Liaise with therapy workers
- Ensure all speech therapy, community access and therapy plans are implemented
- Support and assist in the provision of a clean, comfortable, safe and secure environment
- Implementation and monitoring of care plan
- Perform work in a legal and ethical manner, which supports the rights and interests of customers, and provides opportunity for each customer to achieve maximum independence
- Perform domestic activities, including meal preparation

### **2. Decision Making**

- Assessing personal hygiene and health care requirements
- Activity planning

### **3. Special Challenges**

- Shiftwork
- Develop variable activity to stimulate customer abilities.
- Manage the household generally, identifying issues and recording them in daily log.
- Be prepared to take responsibility on a shared basis for all key activities and team organisation i.e. training, shopping etc.
- To provide individual unique, compassionate, non-institutional daily support.

## **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.
- Good interpersonal communication skills
- Excellent written communication and reporting skills.
- Ability to work supervised and unsupervised for periods of time, with ability to work effectively as a team member.
- Current driver's license (and own reliable transport)
- Current first aid certificate (desirable)

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### **KEY COMPETENCIES (TRAINING PROVIDED)**

- Wheelchair management
- Operation of vehicle with wheelchair access
- Bowel Management
- Peg Feeding
- Incontinence Support
- Diabetes management and insulin administration
- Hoisting
- Spinal injury management such as urodome fitment and bowel purges
- Diabetes management through blood sugar monitoring, diet control and insulin management, including administration.

### **WORK HOURS**

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

### **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**

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

Please forward your application to the Human Resources Officer at [recruitment@belifestyleretreats.com.au](mailto:recruitment@belifestyleretreats.com.au).

**APPLICATIONS CLOSE : June 8, 2012**

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