



## Extended Care Assistant You've come to the Right Place

With the first foundation stone laid in 1963 in the Huon Valley; Huon Regional Care is a long-established provider of quality community and aged care services across Tasmania. You'll find us in three main locations; Franklin, Dover and Nubeena.

Huon Regional Care leads with courage, through integrity; and accountability; we strive to achieve the very best for our people, and the people we care for, empowering the individual.

Huon Regional Care's Purpose, Vision and Values are woven into the fabric of our existence; building individual, team and organisational attitudes; driving our culture.

**Our Vision** Through our people, grow to be the most trusted aged care provider of choice for wellness and quality of life.

**Our Purpose** To ensure all ageing Tasmanians can lead meaningful lives through the provision of high quality, safe and compassionate aged care services.

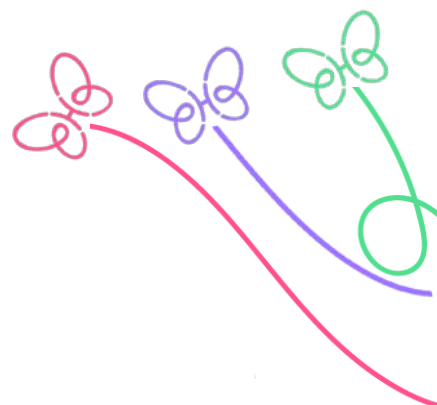
### Our Values:

**Accountability** We are, and hold each other, accountable, and we demonstrate this by being responsible for and taking ownership of our actions.

**Belonging** We create a sense of belonging through contribution and acceptance.

**Compassion** We deliver high quality, compassionate care.

**Respect** Our partnerships with consumers, stakeholders and the community are built on dignity, diversity and inclusion



<b>HRC CAPABILITIES</b>	
<p><b>Be Reliable:</b></p> <p>We are consistent, we do what we say and we say what we do. TRUST grows in us</p>	<p><b>Foundation</b></p> <ul style="list-style-type: none"> <li>• We understand our role in achieving HRC’s Vision and strategic direction.</li> <li>• We follow policies and procedures.</li> <li>• We build professional relationships</li> <li>• We do the right thing when working alone</li> </ul>
<p><b>Be Authentic:</b></p> <p>When everyone on our team can speak up with good intent, it helps us make better decisions to help our residents, consumers and HRC, Sharing perspectives (and listening to others) even when opinions may differ is critical to delivering the best client service possible.</p>	<p><b>Foundation</b></p> <ul style="list-style-type: none"> <li>• We listen to understand and check that we understand messages, tasks, directives.</li> <li>• We think about and learn from situations in the workplace.</li> <li>• We ask others for assistance and we draw on the expertise of others.</li> <li>• We welcome learning and development opportunities.</li> <li>• We share our ideas for improvement in the workplace.</li> <li>• We work to understand our reactions and responses to situations.</li> </ul>
<p><b>Be Skilled:</b></p> <p>Being able to do our jobs well is critical so we can be trusted with tasks. There are always situations when we do not know what to do and, in these situations, when we are honest and seek help to learn, TRUST is nurtured.</p>	<p><b>Foundation</b></p> <ul style="list-style-type: none"> <li>• We work to and build cooperative relationships with our team members.</li> <li>• We pay attention when others are speaking, and we value their ideas.</li> <li>• We work well with others and cooperate to achieve shared goals.</li> <li>• We are willing and able to accommodate the changing needs of our resident and consumers, their family and carers and our team.</li> </ul>
<p><b>Be Kind:</b></p> <p>We are kind, have insight and work to foster positive relationships.</p>	<p><b>Foundation</b></p> <ul style="list-style-type: none"> <li>• We work to deliver the best possible care and services.</li> <li>• We treat consumers and our colleagues with dignity, compassion and respect.</li> <li>• We build understanding through compassion. We sympathise and we are concerned for the quality and safety of HRC’s residents and consumers.</li> <li>• We offer constructive feedback whilst preserving positive relationships.</li> <li>• We remain calm and polite at all times.</li> <li>• We value that all people are different and respect people’s choices.</li> </ul>

## Position Description

Position Title	<b>Extended Care Assistant</b>
Reports to	Nursing Staff
Significant Working Relationships	CEO, Executive Management, Facility Manager, RNs, ENs, Staff Residents, Service Users, Relatives, Visitors, Volunteers, Advocates, Medical and allied health professionals, Agency staff
Location	Franklin, Dover or Tasman
Agreement/Award	Huon Regional General Staff Agreement 2019 or its replacement

## Position Purpose

The role of the ECA is to provide high quality care to residents, service users and care recipients under the direction and supervision of the Nurse in charge.

## Role Accountabilities

- Work within the scope of the position at all times, seeking advice and guidance from the nurse in charge as required
- Assist nursing staff to provide residents and service users with personal care in accordance with their care plans and the Philosophy, Practices and Policies of Huon Regional Care and the Accreditation Standards
- Attend to personal care activities with attention to the promotion of resident/care recipient choice, decision-making and independence
- Make care decisions based on efficient and sound judgement (within scope of role)
- Liaise with residents, service users, family members and other health care team members in order to facilitate and achieve a team approach to resident care (within scope of role)
- Work as a team member with all staff, including those of other disciplines, and medical and allied health providers to provide the best possible quality of care and well-being to residents and care recipients
- Encourage and facilitate resident/ care recipient participation in the Leisure and Lifestyle program and/or other informal social contacts within the organisation and the community
- Answer call bells and requests for assistance from residents as soon as is practicable (residential care)
- Respect resident/care recipients' belongings and treat with care
- Monitor resident/ care recipient condition/health and communicate any uncharacteristic conditions/ behaviours to the nurse in charge
- Document and maintain resident progress notes and behaviours in clinical software
- Report any incidents involving a resident, care recipient or service user to senior staff immediately and complete an incident form as per policy guidelines
- Acknowledge and report care recipient feedback
- Follow direction and guidance from EN/RN and where necessary, clarify instructions and seek assistance with unfamiliar tasks

- Use supplies and equipment properly and with a view to cost-effectiveness
- Accept direction and supervision from nurse in charge or other delegated senior staff member
- Undertake appropriate duties as requested by nurse in charge

## Generic Accountabilities

To provide clients with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life all employees are expected to:

1. To demonstrate consideration, understanding and respect for clients and their families at all times in all interactions.
2. Ensure personal and team contribution support overall team effectiveness by demonstrating a high level of commitment and efficient follow through of any tasks until completion or as otherwise agreed with the CEO.
3. Monitor and report performance against KPIs and take corrective action as required.
4. Consult and collaborate with colleagues, managers and subject matters experts (internally and externally) to ensure the best possible outcomes for Huon Regional Care.
5. Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture.
6. Ensure compliance with Statutory and Regulatory requirements, and our policies, processes and procedures.
7. Emulate and encourage others to adhere to, our values in all work related activities.
8. Safeguarding Elderly and Vulnerable People:

Our organisation takes protection of vulnerable people seriously, and as an employee/volunteer of Huon Regional Care, you are required to meet the behaviour standards outlined in our Code of Conduct and Elder Abuse Management Policy ADM12. You will have received a copy as part of your induction. You can also access a copy on SharePoint.

Therefore as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for everyone
- promote the safety and wellbeing of everyone to whom we provide services and with whom you work
- ensure that your interactions with people are positive and safe
- provide adequate care and supervision people in your charge
- act as a positive role model
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain a valid National Police Check documentation
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to elderly and vulnerable people.

## Key Performance Indicators

Area of Assessment	Requirements	Measures
Ongoing assessment and planning in partnership with the consumer's need goals and preferences and respecting and supporting their choices	All assessments and Care plans are updated according to current care needs with consumer inputs and cultural diversity inclusion.	Participate in 3 monthly Care Plan review and share observation in health changes more frequently with Nurse.
Skilled and sufficient workforce to provide safe, respectful quality care and services	Completion of Mandatory training	Completed within the allocated timeframe allowed
Clinical and Corporate Governance	Participate in all scheduled audits allocated	Compete and submit as per allocated meeting due dates
Finances - ACFI	Documentation and charting of ACFI assessments.	Early identification, participation and notification to FM/CCM/RN if concerns change in care needs and completion of required assessments and Care Plan updates.

## Selection Criteria

### ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Cert III Individual Support

Version	Effective From	Comments	Review Date
002	JUN2021	Position Reviewed	JUN2023

I have read and understand my role accountabilities based on this position description. I am aware that in accepting this position, I can meet the responsibilities, requirements and physical demands necessary for the position.

Employee Name:

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Signature:

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Date: