



# Job Description

## Caregiver

The purpose of the role is to work as part of a team that creates the safest, healthiest and most enjoyable lifestyle that is possible for Summerset Care Centre residents. You will be obliged to provide high quality care to residents in a way that is respectful and considerate and follows Summerset best practice policies and procedures.

*This job description provides an overview of the responsibilities and tasks of the role. You may be required to perform tasks other than those specified.*



**STRONG ENOUGH TO CARE**



**ONE TEAM**






**STRIVE TO BE THE BEST**



**BRINGING THE BEST OF LIFE**

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| <b>Business Unit</b>                   | Operations  |
| <b>Department / Team</b>               | Village Operations  |
| <b>Reporting Line</b>                  | Care Centre Manager   |
| <b>Contribution / Responsibilities</b> | <p><b>Care Centre residents</b></p> <ul style="list-style-type: none"> <li>• Provide personal care to residents under the guidance and direction of the Registered Nurse. This includes assistance with all day to day needs of the residents, e.g. showering, meals, toileting, and assistance with other needs. Follow the requirements of each resident's lifestyle or advanced care plan in a way that is respectful, and focuses on creating the most enjoyable lifestyle that is possible for them.</li> <li>• Work within a holistic care environment through the establishment of caring relationships with residents and their families, to enhance residents' mental, emotional, and spiritual well-being. Support the Diversional Therapist in the delivery of the activity programme and focus on creating an enjoyable and satisfying lifestyle for each resident according to individual's needs.</li> </ul> <p><b>Create a good environment for residents, visitors and staff</b></p> <ul style="list-style-type: none"> <li>• Work as part of a team to support creating an enjoyable and safe home for residents, and an environment that is welcoming and pleasant for their visitors.</li> </ul> <p><b>Whole of Village</b></p> <ul style="list-style-type: none"> <li>• Provide care assistance, including first aid response to the residents within the Care Centre, and provide care assistance to residents anywhere within the village including Villas, Apartments and Care Apartments as required.</li> </ul> <p><b>Clinical practices, residents safety and well-being</b></p> <ul style="list-style-type: none"> <li>• Follow Summerset policies and procedures, maintain records, promptly inform clinical and senior staff of any concerns about residents and act in a way that is professional and ethical.</li> <li>• Other tasks and duties that would fall within responsibilities and skills of the role, at the request of the Care Centre Manager or Registered Nurse on duty. This may include cleaning and housekeeping/laundry tasks escorting residents and assisting with organised activities for residents</li> </ul> |
| <b>Health &amp; Safety</b>             | Be a proactive contributor to ensuring the health & safety of our people, our customers, our contractors and our residents. This includes conforming to Summerset's safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.   |
| <b>Qualifications and Experience</b>   | <ul style="list-style-type: none"> <li>• Achievement of Level 2 (foundation Skills) National Certificate in Health, Disability and Aged Support or Summerset recognised equivalent, by anniversary of employment (Summerset provides in-house training to achieve this)</li> <li>• A team worker who cooperates with others to ensure good outcomes for residents</li> <li>• A genuine interest in working with older people</li> <li>• Empathy, kindness and patience with people and emotional resilience to deal with demanding situations</li> <li>• Good communication skills</li> <li>• A positive "can do" attitude</li> </ul>   |
| <b>Relationships</b>                   | <ul style="list-style-type: none"> <li>• Caregivers (team), Diversional Therapist and Activities Coordinator</li> <li>• Registered Nurses, Clinical Nurse Lead, Care Centre Manager, Village Manager and Enrolled Nurses</li> <li>• Residents and family members</li> <li>• Medical professionals</li> <li>• Other health professionals</li> <li>• Other village staff</li> </ul>   |

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| <b>Dimensions</b> | <ul style="list-style-type: none"> <li>• Nil direct reports</li> <li>• Nil opex / capex budget</li> </ul>  |
| <b>Other</b>      | <ul style="list-style-type: none"> <li>• This job includes all the main duties and responsibilities of the role; however you may be required to do other tasks and duties, which would reasonably fall within the responsibilities and skills of the role, at the request of the Care Centre Manager, Village Manager, GM of Operations or Head of Clinical Services.</li> </ul> |

| <b>Values</b>  |  |   |
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| <br><b>STRONG ENOUGH TO CARE</b><br><br>We treat our residents like family.<br>We do what's right.<br>We respect people as individuals. | <br><b>ONE TEAM</b><br><br>We look out for each other.<br>We take ownership and follow through.<br>We share and listen to each other's ideas. | <br><b>STRIVE TO BE THE BEST</b><br><br>We work hard.<br>We like to win.<br>We're always learning and improving. |