

STAFF JOB DESCRIPTION

Job Title	
Caregiver	
Reports to :	Service/Unit
Clinical Coordinator	Care Services
Employee's Name	Date

Main Purpose of the Job

To participate effectively as a member of a multidisciplinary clinical team, providing care needs to clients, in order to optimize health, wellbeing and functional ability and to provide support to family/whanau.

KEY ACTIVITIES	KEY RESULT AREAS	PERFORMANCE MEASURES
<p><u>Clinical Care Delivery</u> To provide a high standard of basic nursing cares to clients under the direction and supervision of a Registered Nurse</p>	<p>To Demonstrate effective and efficient care delivery, based on theory provided through orientation and in-service education, and through ongoing clinical experience.</p> <p>Clinical Resource Is a resource to the multi-disciplinary team by :</p> <ul style="list-style-type: none"> - Observing clients condition and reporting concerns to the Registered Nurse. - Observing the effectiveness of treatments and reporting appropriately to Registered Nurse <p>Planning Care</p> <ul style="list-style-type: none"> - Identifies and delivers care to meet basic client needs and assists Registered 	<p>Clients physical, emotional, spiritual and cultural needs are met.</p> <p>Relevant changes in clients conditions are reported appropriately to the Registered Nurse.</p> <p>Clients hygiene and grooming needs are met.</p> <p>Clients personal preferences are reflected in care delivery i.e. clothing choices, makeup etc.</p>

	<p>Nurse with appropriate care planning.</p> <ul style="list-style-type: none"> - Assists Registered Nurse with evaluation of nursing interventions. <p>Clinical Practice</p> <ul style="list-style-type: none"> - Identifies emergency situations and summons help appropriately. - Is flexible and consults with Registered Nurse to provide appropriate options for care delivery. - Is used as a resource by the multidisciplinary team in the evaluation of care plans and measuring the impact of nursing care on client outcomes. 	<p>Elimination needs are met.</p> <p>Clients environment is kept clean and tidy including the return of clothing to appropriate drawers following laundering.</p> <p>Clients nutritional needs are met, including assisting with servery duties as required, delivery of trays, feeding of clients and return of trays, crockery and cutlery to servery.</p>
<p>People Skills Communicates appropriately with the multidisciplinary team, clients and family/whanau</p>	<p>Assists with communicating the plan of care to other members of the multidisciplinary team.</p> <p>Communicates appropriately with clients during care delivery.</p> <p>Communicates with family/whanau in order to include family/whanau in care delivery.</p>	<p>Receives and acts appropriately on direction from the Registered Nurse.</p> <p>Participates in hand-over of clients at change of duty.</p> <p>Reports observations/concerns about clients.</p> <p>Explains cares/procedures with clients appropriately.</p> <p>Friendly and welcoming to family/whanau.</p> <p>Works as part of the team, and encourages and supports co-workers.</p>

<p>Quality To contribute to continuous quality improvement in work practices.</p>	<p>Reads and demonstrates knowledge of Radius Residential Care Policy & Procedure Manuals.</p> <p>Contributes to the evaluation of new equipment/procedures and assists with implementation.</p>	<p>Attends regular in-service training opportunities.</p> <p>Fire Safety Lecture attended.</p> <p>Orientation completed.</p>
	<p>Works in accordance with Health and Safety policies/procedures and reports workplace hazards appropriately to Registered Nurse or Facility Manager</p>	<p>Ensures equipment is used safely and faults reported promptly. Incidents, accidents and near misses are reported accurately and promptly.</p>

Key Skills		Expected Results	
The core skills I need to have		What I have to do	
<p>Client Focus <i>Always focusing on our individual client's needs</i></p>	<ul style="list-style-type: none"> • Make clients feel important • Treat clients with respect • Respect clients' privacy • Be polite and friendly to clients • Encourage clients' families to be involved • Help solve clients' problems • Handle difficult clients well and seek assistance, if required • Respond to clients' requests 		
<p>Teamwork and Communication <i>working together to build strong teams and good work relationships</i></p>	<ul style="list-style-type: none"> • Actively participate as a team member • Encourage and support co-workers – go the extra mile to help out in times of need • Respect and value others and their opinions and tasks • Recognize and encourage your own team's efforts • Express disagreement with others tactfully and politely • Assist in orientating new staff • Participate willingly in staff meetings and on committees, as required 		
<p>Excellence and Improvement <i>having a commitment to excellence and continuous improvement in all our work areas</i></p>	<ul style="list-style-type: none"> • Identify opportunities for improvements in processes and procedures • Attend regular in-service training • Participate in quality improvement activities 		
<p>High Personal Standards <i>behaving in a way that reflects professionalism, integrity and honesty at all times</i></p>	<ul style="list-style-type: none"> • Present in a neat and tidy manner • Be punctual and reliable • Be honest and open • Express a positive attitude • Show consideration for others • Follow instructions and policies and procedures • Be reliable – complete tasks without constant supervision • Maintain confidentiality 		
<p>Health and Safety <i>everyone having a personal commitment to ensuring a safe and healthy workplace</i></p>	<ul style="list-style-type: none"> • Understand and follow all employee health and safety responsibilities • Use required equipment safely and report any faults promptly • Report incidents, accidents and near misses promptly • Attend fire safety lecture annually 		
Key Relationships			
External	Internal	Committees/Groups	
<p>Clients Families Health Professionals Paramount Services</p>	<p>Multidisciplinary Team Catering Staff</p>		

Qualifications, Experience, Skills and Attributes

Qualifications, Experience and Specific Skills and Attributes

- Empathy with older people
- Prior experience in care or nursing roles
- Good spoken English
- Care of the Older Person or similar/First Aid Certificate preferred

Core Skills (refer key skills above)

- Client Focus
- Teamwork and Communication
- Excellence and Improvement
- High Personal Standards
- Health and Safety

..... **Employee Signature** **Date**

..... **Employer Signature** **Date**