

Position Description

Position Title	Health Care Worker
Position Number	30010721
Division	Community and Continuing Care
Department	Specialised Dementia Care Program
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Health Care Worker Grade 1 to 3
Classification Code	IN37 – IN39
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Aged Care Banning Order Register • National Disability Insurance Scheme (NDIS) Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

This role works with the Specialist Dementia Care Program (SDCP) team to deliver care services in the SDCP Unit funded by the Australian Government Department of Health and Aged Care. The SDCP Unit offers temporary care with a goal to stabilise and reduce a person's behavioural symptoms with a supported

transition into a less intensive care setting.

Responsibilities and Accountabilities

Key Responsibilities

- Provide safe person-centred care, including assessment, intervention, individualised care planning, evaluation of residents with supporting documentation as delegated and supervised by the RN in charge
- To provide and promote safe, recreational, person-centred, psychosocial, goal-orientated care, supporting residents to promote rehabilitation and build on their capabilities in an interdisciplinary environment with the aim of transitioning out of the SDCP following stabilisation.
- Undertake the full range of resident's personal care requirements, whilst respecting everyone's privacy and right to self-determination.
- To monitor the impact of personal care and maintain ongoing communication with the Nurse Unit Manager, Associate Nurse Unit Manager (or senior person in charge) regarding the health and functional status of individuals
- Report client changes in health and functional status or changes in care interventions to the Nurse Unit Manager, Associate Nurse Manager, Registered Nurse (or senior person in charge) client and carer and interdisciplinary team to ensure immediate and ongoing care/health interventions
- Implement and comply with Bendigo Health Policies and Procedures
- Ensure compliance with Food Safety Program Guidelines.
- Participate and commit to Quality Programs and ongoing improvement activities using the framework of the Aged Care Quality Safety Standards.
- Provide a safe environment for residents, staff, family and visitors to the home.
- Report any maintenance requirements of the home.
- Maintain accurate records, statistics and reports as needed.
- To participate in staff development and training as required under the National Dementia Education and Training Standards Framework for SDCP staff (in addition to mandatory training).
- To maintain a practical working knowledge of Aged Care legislation inclusive of the Aged Care Quality Standards

Key Selection Criteria

Essential

1. Certificate III or IV in Aged Care and at least 2 years' experience (full time equivalent) as a Health Care Worker
2. Experience in aged care or inpatient care, especially caring for people living with dementia
3. Ability to build effective relationships and work within a team
4. Demonstrated highly developed interpersonal and communication skills
5. A personal approach which is positive, enthusiastic, friendly and helpful
6. Sound literacy, documentation and communication skills (including computer literacy)

Desirable

7. An understanding of behavioural and psychological symptoms of dementia (BPSD)
8. Current Food Safety Certificate
9. Previous experience working in a Specialised Dementia Care Program (SDCP)

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.