



Boandik Lodge Incorporated

Application for employment pack

Documents included:-

- Position description
- Who we are
- Application for employment
- Prospective employee privacy statement
- Employment brag sheet

Prior to the offer of employment the following will apply:-

- National police check not more than 3 years old to be provided
- A pre-employment physiotherapy assessment will be arranged by Boandik Lodge
- A psychometric test will be arranged by Boandik Lodge

Position:	Personal Care Assistant Residential
Agreement:	Boandik Lodge Inc. Aged Care Employees and United Voice Agreement 2013
Responsible to:	Director of Care

Position objective:

To liaise and co-operate with staff to achieve and maintain optimum standards of care and services for clients, maximum staff harmony and teamwork and support for colleagues, students, volunteers and friends and relatives of residents.

Key responsibilities:

1. Assist residents to meet their daily living needs in accordance with the care plan, including nourishment, mobility, personal hygiene, medication and other support.
 2. Generate and maintain a trusting relationship with residents, which includes protecting confidentiality, privacy, dignity, individual choice and decision making.
 3. Participate in a team approach with staff and other professionals in the identification of the residents needs and the subsequent provision of holistic care.
 4. Maintain clear and accurate records of care delivered and resident response, with particular attention to the policies and procedures of Boandik Lodge.
 5. Convey relevant information to staff on the following shifts to allow continuity of care.
 6. Undertake all tasks as detailed on duties lists for each shift.
 7. Assist with the provision of social, recreational and therapeutic activities.
 8. Support the rights and interests of residents by following appropriate reporting mechanisms to meet duty of care and legislative requirements.
 9. Have an understanding of cultural needs and issues.
 10. Assist in training of employees by either personal instruction and/or demonstration.
 11. Adapt to and participate in changes in the work environment.
 12. Maintain a homelike environment in a safe, clean and hygienic manner, observing infection control procedures where necessary.
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Key performance indicators

The key performance indicators below will ensure that key responsibilities are achieved and will be monitored and reviewed at staff appraisal annually:

Position specific

1. Achieve 100% rating from resident survey that "care provided allows the resident to live as they wish."
2. Complete at least 1 training session annually in addition to compulsory training.
3. Completion of annual manual handling update within the required timeframe.
4. Completion of annual medication credentialing within required timeframe.

Organisation

1. Read and signed emergency procedures manual on an annual basis.
2. Read and signed hazardous chemical register on an annual basis.
3. Submit hazard forms as required - achieve submission of 0.8 hazards per full time equivalent employee.
4. 90% of workcover claims are submitted to department head within 2 days.

9. To complete the credentialing packages that are relevant to your position on an annual basis. These include:-
- a. Medication management
 - b. Observations
 - c. Complex first aid
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Continuous improvement

Recognise the need for and participate in continuous improvement programs relevant to the work area.

Work health and safety

All staff have a legal obligation to ensure that they comply with work health and safety regulations and the organisational policies, procedures and standards.

Equal employment opportunities

1. Understand and participate in promoting equal opportunity legislation and Boandik Lodge policies relating to this legislation.
 2. Model behaviours that are fair, non-discriminatory and free of harassment.
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Salary packaging

- Boandik Lodge offers salary packaging to all staff members who have satisfactorily completed their probationary period.
- Salary packaging is provided by CBB at a small cost to the staff member.
- Salary packaging is limited to amounts that are allowable without attracting fringe benefits tax. If a staff member chooses a salary packaging outside these limits they will be liable to pay the fringe benefits tax. CBB will advise staff to ensure this does not occur.
- Boandik Lodge allows staff to salary package unused leave payments on termination of employment.

Further information is available in the human resource policy. This addendum forms part of the position description for my role and I accept the information included.

Employee acknowledgement

1, _____, have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Employee signature: _____ Date: _____

Department head: _____ Date: _____

Duties List – Personal Care Assistant, Residential

- Check communication books, handover sheets and treatment records at the commencement of every shift.
- Read Telstra Health progress notes or handover sheets for residents to whom care will be provided.
- In line with each resident's care plan:
 - assist residents to rise and prepare for the day
 - assist with toileting
 - assist with hygiene, dressing and grooming
- Promote continence management by:
 - assisting residents to use the toilet
 - applying, or assisting residents to apply, continence aids
 - replenishing supplies of continence aids in residents' bathrooms
- In line with residents' care plans, provide oral health care.
- In line with the residents' care plans, implement measures to ensure maintenance of residents' skin integrity.
- With reference to each resident's medication chart, administer medications as ordered (BCS, BS, BSM).
- Ensure residents are taken to medical practitioners and podiatry appointments and that residents who are going out for appointments are ready.
- Collaborate with the lifestyle staff to ensure residents have access to the lifestyle program:-
 - a) consider individual interests, needs, abilities and independence levels of residents
 - b) encourage and enable residents' involvement, ownership and initiative in developing and maintaining interests
 - c) support volunteers' involvement with residents
 - d) support and promote inclusion of family / friends
- Undertake treatments and observations as scheduled and complete relevant documentation.
- Re-order or re-stock residents' personal items such as toothpaste, shampoo, etc. if necessary.
- Create a normal, healthy home-like environment through cleaning, tidying and setting up dining areas, unit kitchens, living areas and residents' bedrooms and ensuite bathrooms. Refer major cleaning jobs to Housekeeping staff.
- In line with each resident's care plan:
 - assist residents to access snacks and drinks
 - assist residents to access breakfast, midday and evening meals
- In collaboration with physiotherapist, occupational therapist, therapy aides and easy moves facilitators, assist with the provision of, or access to, therapy sessions.
- Monitor and replenish food and beverage stocks in unit kitchens.



Application for Employment

Confidential

This application form must be completed as accurately as possible. It is essential for the processing of your application for employment that all questions are answered.

Each applicant must accept that no guarantee of employment is given by completion of this form.

Personal details

Applicant's full name:		
Residential address:		
	State:	Post code:
Postal address (if different to above):		
	State:	Post code:
Telephone: (home)	(work)	
Email:		
Date of birth:	Sex: Male / Female	
Australian citizen:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marital status (optional):	Languages spoken:	
Emergency contact	Name:	
	Address:	
	Phone:	

Application details

Position applied for:
Department:
Are you prepared to work shifts: <input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> night <input type="checkbox"/> weekends
Will this position be your only employment?
If not, please detail other employer and hours worked?

Employment details

Educational qualifications:
Certificates held (please include certificate number/expiry dates):

Other courses / training completed (please include completion dates):	
To determine pay rates please detail years of experience in role applying for:	
Have you previously worked for Boandik Lodge?	Yes / No
If yes, in what position?	
Department:	
Date of commencement:	
Date of leaving:	
Reason for leaving:	
As an adult, have you lived in a country other than Australia?	Yes / No

Previous employment

1. Employer:	
Address:	
Telephone:	
Employed from	to
Position held:	
Reason for leaving:	
May we contact this employer for reference?	Yes / No
Contact person:	
2. Employer:	
Address:	
Telephone:	
Employed from	to
Position held:	
Reason for leaving:	
May we contact this employer for a reference?	Yes / No
Contact person:	

3. Employer:	
Address:	
Telephone:	
Employed from	to
Position held:	
Reason for leaving:	
May we contact this employer for a reference?	Yes / No
Contact person:	

Medical history

Failure to disclose a pre-existing medical condition may result in immediate dismissal upon discovery.	
Please rate your general state of health: <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent Consider other people your age and your previous state of health when determining the rating.	
Have you ever experienced any illness or injury which may limit your ability to perform the work reasonably required for the position applied for? Yes / No	
If yes, state the nature and date:	
Are you currently receiving any workers compensation payments?	Yes / No
If yes, please specify:	
Do you have any claims pending against former employers pursuant to the Workers Rehabilitation and Compensation Act 1986	Yes / No
If yes, please specify:	

Applicant declaration

I declare

- a) That the answers to the foregoing questions are true and correct in every particular.
- b) That if my application is successful, I will provide Boandik Lodge with a current police certificate at the commencement of employment and a new police certificate prior to the expiration of each three (3) years of employment as required. Boandik Lodge can retain a copy of the police certificate. I understand and accept that if this obligation is not met my employment may be terminated.
- c) That if my application for employment is successful I will be bound to respect the conditions of employment, policies and procedures of Boandik Lodge.
- d) That I understand that any false declaration made by me in this application subjects me to instant dismissal.

Applicants signature: _____

Date: _____



Boandik Lodge Incorporated

Prospective Employee Privacy Statement

The employment process requires Boandik Lodge to obtain information from you that may be of a personal nature. We respect your right to privacy, the Privacy Statement details how we deal with this information. If you want to know more then please ask us to discuss our Privacy Policy with you.

Information we collect during the recruitment process

The information we collect about you may include, but is not necessarily limited to, the following:

- Your name, address and contact details
- Employment history
- Information about your current health
- Your police record
- Details from referees and reference checks
- Notes taken during an interview

Access to the information

Any information provided to us is placed on a file which is kept secure at all times. Only those people that are involved in the processing of the application will have access to the information.

Disposal of information

Once the recruitment process has been completed and the position filled all personal information of unsuccessful applicants will be destroyed. We will NOT keep any information collected during the recruitment process for unsuccessful applicants.

If you want to apply for future advertised positions you will need to re-apply, unless you have requested that we keep your resume on file.

Future vacancies

If you have submitted your resume for consideration for a future vacancy it will be kept on file for three months and then destroyed.

Complaint process

If you have a complaint about the way we deal with privacy issues please contact us. If we cannot resolve the issue to your satisfaction you have the right to contact the Privacy Commission.

Contact details

Privacy Officer

Boandik Lodge Incorporated

101 Lake Terrace East

MOUNT GAMBIER SA 5290

Ph: 08 8725 7377

Fax: 08 8725 8262

Email: admin@boandiklodge.org.au