

Position Description

Health Care Worker Grade 2

Classification:	Health Care Worker (HCW) Grade 2.
Business unit/department:	Medical & Cancer Services 3North – Acute Spinal Service
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Part-Time
Hours per week:	22.8 hours per week (3 day a week) May be required to work weekdays AM and PM shifts
Reports to:	Nurse Unit Manager
Direct reports:	Nil
Financial management:	Nil
Date:	April 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Health Care Worker (HCW) works as an assistant to the health care team, assisting the registered and enrolled nurses to provide delegated aspects of patient care. Elements of direct and indirect patient care will be delegated in accordance with the professional judgement of the supervising nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual HCW.

About the Directorate/Division/Department

3 North is an acute 20 bed ward that forms part of the acute care within the Victorian Spinal Cord Service (VSCS).

The VSCS is state-wide spinal cord service that provides acute management of traumatic spinal cord injuries for people residing in the Riverina of NSW and Tasmania.

The VSCS is a clinical service that extends across the ARMC and RTRS campuses. The VSCS provides a range of inpatient, outpatient and community services whilst also working in partnership with community agencies in providing services.

3 North is staffed by a highly skilled, committed, multi-disciplinary team comprising:

- Medical Staff
- Nursing Staff
- Allied Health Staff
- Patient Services Assistants
- Ward Clerk
- Health Care Worker

Position responsibilities

Under the supervision and delegation of Nurse Unit Manager and or their nursing delegates, the HCW is expected to:

- Contribute to positive patient outcomes by ensuring all elements of delegated work is completed accurately and in accordance with Austin Health policies and procedures
- Participate in delegated aspects of care to assist activities of daily living for selected patients, including but not limited to:
 - assistance with personal hygiene
 - assistance with nutritional needs
 - assistance with mobility, transfers and positioning within the ward
 - assistance with elimination needs
- Ensure patient privacy and dignity is maintained at all times
- Observation and reporting of patients considered at risk of harm to self / others
- Maintain a safe patient environment and report incidents promptly to the supervising Registered Nurse and other relevant member/s of the nursing team
- Assist with making beds and keeping the unit environment tidy
- Communicate effectively with patients, families and the interdisciplinary team
- Ensure relevant infection control policies are adhered to at all times
- Assist to maintain stock levels of ward supplies

Selection criteria

Essential Knowledge and skills:

- A commitment to Austin Health values: *Our actions show we care, we bring our best, together we achieve and we shape the future.*
- Willing to work in a hospital environment.
- Positive attitude.
- Ability to use initiative and to prioritise tasks and problem solve.
- Verbal and written English skills.
- Ability to work collaboratively as part of an interdisciplinary team.
- A willingness to contribute to quality patient care.
- Well developed interpersonal skills, including an ability to communicate effectively with other staff, patients and families
- Commitment to a professional work ethic

Desirable but not essential:

- A sound understanding of information technology including clinical systems, applications required for the role and/or department.



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- Recent experience working in a healthcare setting.
- Recent experience working as Personal Care Assistant or Carer with Clients with physical disabilities.

Professional qualifications and registration requirements

Hold a Certificate III Health Assistant (Nursing) - Commenced after January 2013.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.



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Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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