

Position Description

Health Care Worker Grade 2

Classification:	Health Care Worker Grade 2 / Nursing qualified Certificate III Health Assistant (Nursing)
Business unit/department:	Ward 8 South
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input 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:	24hrs/week. Rotating roster.
Reports to:	Nurse Unit Manager
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	January 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 a member of 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 registered nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual HCW.

About Ward 8 South

Ward 8 South is a twenty-four-bed specialist palliative care inpatient unit funded via the Department of Health and Human Services (sub-acute). The unit aligns with The Victorian Department of Health Victoria's end of life and palliative care framework- 2016 in addition all other relevant state and national standards. The unit aims to achieve Level 3 designation in the Palliative Care Service Capability Framework within the life of the policy which requires the capacity to provide complex pain and symptom management in addition to holistic, person-centred care from point of diagnosis through to bereavement for patients and their carers, research, and education.

Position responsibilities

Role Specific:

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

- Work within role and defined parameters as determined by this position description and the specific unit duty list
- 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 (not on discharge and admission) and keeping the unit environment tidy
- Communicate effectively with patients, families and the interdisciplinary team
- Participate in documentation as relevant
- Ensure relevant infection control policies are adhered to at all times
- Assist to maintain stock levels of ward supplies
- Perform other duties as outlined in the specific unit duty list

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

Credentialing and Scope of Clinical Practice

HCW scope of practice includes direct client contact, assisting with personal care, communication, mobility, and rehabilitation, always under the supervision of a Nurse Unit Manager and or/their Registered Nurse delegates.

HCW are required to hold a Certificate III Health Assistant (Nursing) – Commenced after January 2013.

Selection criteria

Essential skills and experience:

- Hold a Certificate III Health Assistant (Nursing) – Commenced after January 2013
- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence
- 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
- Commitment to ongoing career development
- Basic computer skills

Desirable but not essential:

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- Recent experience working in a healthcare setting

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.

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.

Pre-Existing Injury

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

Immunisation

Maintain appropriate levels of immunisation in accordance with Austin Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Austin Health staff, patients and visitors.