

# Position Description

## Health Care Worker Grade 2

<b>Classification:</b>	Health Care Worker Grade 2
<b>Business unit/department:</b>	Ward 7 West
<b>Work location:</b>	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)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	19 hours per week permanent & 7.6 hours per week fixed-term until 11 November 2026.  <u>Permanent - Week 1</u> <ul style="list-style-type: none"> <li>• Wednesday (11.00am to 19.06pm)</li> <li>• Thursday (6.30am to 14.36pm)</li> <li>• Friday (6.30am to 14.36pm)</li> </ul> <u>Permanent - Week 2</u> <ul style="list-style-type: none"> <li>• Wednesday (11.00am to 19.06pm)</li> <li>• Thursday (6.30am to 14.36pm)</li> </ul> <u>Fixed Term - Week 1 &amp; 2</u> <ul style="list-style-type: none"> <li>• Tuesday (11.00am to 19.06pm)</li> </ul>
<b>Reports to:</b>	Nurse Unit Manager
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	February 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 plays an integral role as part of the nursing team to support the provision of

safe, effective and patient centred care.

## About the Directorate/Division/Department

Ward 7 West is a 32-bed acute medical ward belonging to the Medical & Cancer Services Division. The Division is part of the Chief Operating Directorate, and is comprises the following departments:

- Clinical Pharmacology
- Nephrology
- General Medicine
- Paediatrics
- Dermatology
- Oncology
- Haematology
- Palliative Care
- Genetic Services
- Neurosciences
- Endocrinology
- Rheumatology
- Infectious Diseases and Infection Prevention & Control
- Respiratory and Sleep Medicine
- Radiation Oncology
- Day Oncology & Apheresis
- Cancer Clinical Trials
- Wellness & Supportive Care
- Victorian Spinal Cord Service

7 West works closely with the Department of General Medicine to provide high-quality, person-centred care to patients with complex medical needs, including those admitted under General Medicine and H&M bed cards. Operating in a dynamic environment with high patient turnover, the ward supports timely flow from the Emergency Department and other areas of the health service. Care is delivered through strong interdisciplinary collaboration with all members of the team working closely together to achieve positive patient outcomes.

Ward 7 West is also a learning environment that actively supports healthcare students, early career health professionals and doctors in training through structured clinical support and a commitment to professional growth.

## Position responsibilities

Under the supervision of the Nurse Unit Manager and or/their Registered Nurse delegates, the Health Care Worker 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.



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- 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

### Selection criteria

#### Essential skills and experience:

- A commitment to Austin Health values
- 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:

- Recent experience working in a healthcare setting

### Professional qualifications and registration requirements

To be eligible for employment to this position, you must hold a:

- Certificate III in Individual Support (CHC33015), or
- Certificate IV in Ageing Support (CH43015), or
- an equivalent qualification awarded by a registered training organisation

### 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.



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- 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.



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