

Position Description

Health Care Worker Grade 3

Classification:	Health Care Worker Grade 3
Business unit/department:	Ward 6 East
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 Choose an item. Choose an item.
Employment type:	Part-Time
Hours per week:	4 days per week, 7.6 hrs per day (Total 30.4 hrs per week)
Reports to:	Nurse Unit Manager
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	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 (Assistant in Nursing) plays an integral role as part of the nursing team to support the provision of safe, effective and patient centered care.

About the Directorate/Division/Department

The Department of Neurology is one of the largest units in Victoria, with an established international reputation particularly in stroke and epilepsy. All areas of neurology are covered by this comprehensive unit. There are 28 inpatient beds in Ward 6 East which includes stroke unit beds (4 monitored acute beds) and 3 video epilepsy monitoring beds.

A comprehensive diagnostic investigation service is also maintained including EMG, EEG, Doppler Ultrasound and MRI. The Neurodiagnostic Laboratory is co-located with the Neurology ward on level 6 of the Austin Tower. The department has a major involvement in teaching, training and research at under-graduate and post-graduate levels, for both nursing and medical staff. This includes the clinical training of advanced neurology trainees and specialist neurology fellows.

The Neurology Department has close links with the on-site National Stroke Research Institute, Brain Research Institute and Epilepsy Research Centre. The Howard Florey Institute has amalgamated with the Brain Research Institute and the National Stroke Research Institute to form Florey Neuroscience Institutes (FNI). A new state of the art facility will be located at the Austin Hospital.

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



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Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Hold a Certificate IV in Ageing Support (CHC43015) (or equivalent) and have two years' experience (full time equivalent) as a Health Care Worker Grade 2
- 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 IV in Ageing Support (CHC43015) (or equivalent) and have two years' experience (full time equivalent) as a Health Care Worker Grade 2.

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:



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- 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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