

Austin Health Position Description



Position Title:

Classification:	CW11 Health Care Worker Grade 2
Business Unit/ Department:	Ward 8 North
Work location:	Austin Health
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:	30.4 (4 shifts)
Reports to:	Nurse Unit Manager Ward 8 North
Direct Reports:	Nil
Financial management:	Nil
Date:	December 2024

About Austin Health

Austin Health is recognised for high-quality, person-centred care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

Position Purpose

To be responsible for the day-to-day provision of patient care, ensuring standards meet professional, organisational, legal and ethical requirements. Perform the duties of this position efficiently to the standards of the department, including participating in the Austin Health performance appraisal program

About 8 North

8 North is a 32 bed ward consisting of acute and elective patients specialising in Orthopaedic and Plastics Reconstructive surgery.

The Orthopaedic unit manages a wide variety of acute and elective bone related injuries including degenerative changes and traumatic fractures/injuries which require surgical or non-surgical intervention.

The Plastic surgery unit performs both acute, elective reconstructive surgery and management of patients with congenital abnormalities, traumatic injuries, chronic wounds and neoplastic diseases.

Purpose and Accountabilities

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.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality & 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 centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

Selection Criteria

Essential Knowledge and skills:

- A commitment to Austin Health values.
- Hold a Certificate III Health Assistant (Nursing) – Commenced after January 2013
- 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

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

Document Review Agreement

Manager Signature	
Employee Signature	
Date	