

# Position Description

## Health Care Worker

<b>Classification:</b>	Health Care Worker (HCW) Grade 2. IN38
<b>Business unit/department:</b>	Continuing Care
<b>Work location:</b>	Royal Talbot Rehabilitation Centre - Mellor
<b>Agreement:</b>	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.
<b>Employment type:</b>	Full-Time or Part-Time
<b>Hours per week:</b>	Negotiable
<b>Reports to:</b>	Nurse Unit Manager
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Nil
<b>Date:</b>	May 2026

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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 Grade 2 Health Care Worker supports the healthcare team by assisting registered and enrolled nurses with delegated aspects of patient care. Direct and indirect care activities are assigned by the supervising registered nurse, based on professional judgement and the individual's education, training, and assessed competence.

- Contribute to positive patient outcomes.
- Complete all delegated tasks accurately.
- Follow Austin Health policies and procedures at all times.

## About the Directorate/Division/Department

Mellor Ward is a 32-bed inpatient unit providing intensive rehabilitation services to patients from Austin Health and the wider community. The ward delivers specialised rehabilitation care for individuals recovering from neurological events, orthopaedic surgery, amputation, and other major surgical procedures.

Mellor Ward also cares for a cohort of patients requiring Geriatric Evaluation and Management (GE Located at the Royal Talbot Rehabilitation Centre in Kew, part of Austin Health, the ward operates within a multidisciplinary model of care. Healthcare workers on Mellor

## Position responsibilities

Participate in delegated aspects of care to support activities of daily living for selected patients, including:

- Assisting with personal hygiene
- Assisting with nutritional needs
- Assisting with mobility, transfers, and positioning within the ward
- Assisting with elimination needs
- Maintaining patient privacy and dignity at all times
- Observing and reporting patients considered at risk of harm to themselves or others
- Maintaining a safe patient environment and promptly reporting incidents to the supervising Registered Nurse and other relevant members of the nursing team
- Assisting with bed making and keeping the unit environment tidy
- Communicating effectively with patients, families, and the interdisciplinary team
- Following infection prevention and control policies at all times
- Assisting to maintain stock levels of ward supplies

## Selection criteria

### Essential skills and experience:

- Commitment to Austin Health values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Certificate III in Health Services Assistance (Nursing Assistance), commenced after January 2013.
- Willingness to work in a hospital environment.
- Flexible attitude.
- Ability to use initiative, prioritise tasks, and solve problems.
- Strong verbal and written English skills.
- Ability to work collaboratively as part of an interdisciplinary team.
- Willingness to contribute to high-quality patient care.

### Desirable but not essential:

- Sound understanding of information technology, including clinical systems, rostering applications, risk management reporting, and other systems relevant to the role or department.
- Recent experience working in a healthcare setting.
- Recent experience working as a PCA with clients with physical disabilities.

## Professional qualifications and registration requirements

Certificate III in Health Services Assistance (Nursing Assistance), 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 you are unable to resolve them yourself.
- Promote and participate in evaluation and continuous improvement processes.
- Comply with the principles of person-centred care.
- Comply with the requirements of the 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 Austin Health's Code of Conduct policy and all other policies and procedures, as amended from time to time.
- Complete all 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 required and/or directed by management.

collaborate closely with nursing staff and the broader multidisciplinary team to support patient recovery and optimise functional outcomes.

## 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.