

Austin Health Position Description



Position Title: Health Care Worker G2

Classification:	Health Care Worker (HCW) Grade 2. IN38
Business Unit/ Department:	Continuing Care
Work location:	Heidelberg Repatriation campus on Ward 12
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:	10 hour shifts from 1630 to 0300, 30hrs per week available as rostered.
Reports to:	Nurse Unit Manager
Direct Reports:	Nurse Unit Manager
Financial management:	Budget: F0002
Date:	September 30th 2024

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviors of our people.

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.

About WARD 12

Ward 12 is a 20 bed Rehabilitation and Geriatric Evaluation and Management (GEM) located at the Heidelberg Repatriation Campus of Austin Health. The team specialise in Neurological rehabilitation and general rehabilitation. Ward 12 Multidisciplinary team including, Medical, Allied Health, Nursing and Health Care workers deliver the rehabilitation by encouraging, educating, empowering and enabling each patient in self-care as well as training of carers and discharge planning generally to the community. This requires close liaisons with family and relevant community support. Clients are encouraged to set their own rehabilitation goals with guidance from their multidisciplinary rehabilitation team.

Purpose and Accountabilities

Role Specific:

The Health Care Worker – grade 2 works as an assistant to 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.

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 and keeping the unit environment tidy
- Communicate effectively with patients, families and the interdisciplinary team
- Ensure relevant infection control policies are adhered to at all times
- Assist to maintain stock levels of ward supplies

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. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

Selection Criteria

Essential Knowledge and skills:

- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future.
- Hold a Certificate III Health Assistant (Nursing) – Commenced after January 2013.
- Willing to work in a hospital environment.
- Flexible attitude.
- Ability to use initiative and to prioritise tasks and problem solve.
- Verbal and written English skills.
- Ability to work collaboratively as part of an interdisciplinary team.
- A willingness to contribute to quality patient care.

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.

Recent experience working as PCA with Clients with physical disabilities.

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

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. 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	