The Selwyn Foundation

JOB DESCRIPTION

Position Title: **Caregiver**

Position Summary:

This position will be responsible for providing residents with safe care and daily support in accordance with individual care plans, ensuring their needs are met with patience, understanding, dignity and respect. Emphasis is on enhancing the quality of life of our residents, in a safe and comfortable environment and at an appropriate level for each individual.

Key Accountabilities	Measure
Resident Care Give clear explanations to residents when performing tasks and ensure residents' choices are respected. Provide the best possible support to residents in accordance with their individual care plan and correct procedures: **Personal Hygiene:** • Perform all tasks relating to personal cares. • Ensure incontinent residents are attended to promptly, while maintaining their dignity and privacy. **Mobility Assistance:** • Ensure transfers and assistance with mobility is performed in comfort and safety by using correct manual handling techniques and equipment. • Position residents in bed/chair/wheelchair to maintain their safety and comfort, as required. • Ensure accessories (e.g. call bell, glasses, hearing and walking aids, etc) are functioning, clean and within easy reach. **Nutritional needs:** • Assist residents at meal times. • Ensure correct utensils are available. • Ensure special dietary requirements are met. • Offer fluids frequently. **Other Tasks** (as required): • Make beds and change linen. • Sort residents' laundry and distribute. • Support and assist with recreational activities.	• The values of the Selwyn Way are reflected in all actions and behaviour • Compliance with procedures is observed • Resident wellbeing and satisfaction • As observed • Feedback from team members and residents
Medication and Insulin In line with policy and regulations, and with the required training completed, administer medication (and insulin) as directed.	• Compliance with policy and regulations
Cleaning Duties Support residents to maintain a safe and hazard-free environment in their home and: • Perform routine cleaning duties as required • Attend to sensitive cleaning following mishaps, with a sense of urgency and in a caring manner	• Hazards are managed • Resident wellbeing and satisfaction

Communication & Documentation • Complete all paper and electronic documentation accurately and within required time frames. • Report to the clinical lead immediately, in the event of: – any concerns or changes observed in a resident; – a resident's death. • Direct any enquiries about the personal and/or health status of a resident, from family or visitors, to the manager or clinical lead to answer.	• Accuracy and timeliness of actions and record keeping
Culture • Adhere to the Selwyn Way values and actions for staff. • Ensure good relationships are maintained with management, residents and staff. • Demonstrate behaviour and communication style that reflects commitment and knowledge of the Selwyn Foundation Group's mission, values and goals.	• The Selwyn Way is reflected through actions and behaviour. • Feedback from peers, managers and customers
Personal Care & Development • Maintain an acceptable standard of personal presentation as appropriate for the role. • Take responsibility for own professional growth and development and maintain a working knowledge of all relevant operational matters. • Maintain a thorough working knowledge of software programmes pertaining to this position. • Attend any scheduled training sessions as required for this position.	• Initiative observed with regards to professional development. • Up-to-date knowledge is evident through daily performance. • Attendance at scheduled training sessions is documented.
Compliance & Quality Improvement • Ensure familiarity and compliance with Foundation policies, standard operating procedures (SOP's) and best practice. • Maintain the confidentiality of residents, clients, staff and the business of the Selwyn Foundation Group at all times. • Implement the quality management system including a focus on continual improvement and achieving workplace objectives. • Participate in the internal audit programme relevant to the area of work.	• Incident reporting. • Feedback from peers, managers and customers. • Audit and accreditation results.
Health & Safety Personal Health and Safety • Take care - do nothing in your work that will expose you or others to harm. • Knowledge is power - know and follow the health and safety policies and procedures Selwyn has put in place to control risks in your workplace. • Be aware - of and speak up and do something about things you see that could cause harm – waiting until someone is hurt is not how we want to do things at Selwyn.	• Proactive support of Health & Safety in daily actions • Incidents are reported • Hazards and risks are managed

• Turn up for work fit for work – with adequate rest, free or infection and free of any substance that could impair your judgment. Health and Safety procedures • Always follow the safe work procedures, guidelines, instructions and standards associated with your role. Don't take shortcuts. • Advise your manager of any near miss or incident involving actual or potential harm to yourself, a colleague, resident or visitor • If you see an unsafe situation or any other hazard, report it.	
Other • Undertake other relevant duties as required by your Manager, following consultation with you. • Provide support for Emergency Management.	As observed and reported.

Qualifications and Experience:
• IT skills (Introductory level) • NZQA Health & Wellbeing qualification desirable (or willingness to achieve) • Practical skills • Proven ability to work cooperatively with others

Core Competencies:

At all times, employees will respect and promote the organisation's values of faith, independence, care and wellness (The Selwyn Way). This will be reflected in each of these competencies through your actions and behaviours.

Customer Focus	Makes residents and their needs a primary focus of one's actions; developing and sustaining productive relationships and demonstrating a clear concern for the health, safety and wellbeing of others.
Passion for Role/Industry	Demonstrates a dedicated work approach, which reflects genuine interest for the work and future of the organisation. Seeks knowledge to enhance competence.
Interpersonal Skills	Relates well to others and shows genuine concern and understanding. Building appropriate rapport with all kinds of people. Is sensitive and approachable, managing difficult situations with diplomacy and tact. Demonstrates focused listening skills.
Integrity and Trust	Is regarded by others as a truthful individual with high standards of fairness and ethics. This is demonstrated in daily words and actions. Is direct and honest, presenting the truth in an appropriate and helpful manner. Observes confidentiality.
Composure	Is reliable; remains calm under pressure; is tolerant with people and processes; does not become defensive or irritated or show frustration.
Physical Fitness	Has the required energy level and ability to perform specific tasks relevant to this role in a safe and timely manner.
Initiative	Shows good judgement with ability to understand various situations and attend to in the most appropriate manner. Responds rapidly to requests and solves problems effectively.

Managing own Workload	Takes responsibility for own performance, timekeeping and outcomes. Complies with standard operating procedures and quality measures.
Teamwork	Works together and co-operatively to achieve common goals. Accepts direction, supports others and offers assistance as appropriate.
Accommodating Change	Supports different and innovative approaches introduced to improve the organisation's effectiveness; showing willingness to modify current practices. Remains open to ideas offered by others.

Functional Relationships:	
Internal	External
Residents	Families
Other staff	Friends/visitors
Volunteers	
Care Manager	
Village Manager	
Chaplain	

Acknowledgement:	
_____	_____
Job Holder Name	Manager's Name
_____	_____
Job Holder Signature	Manager's Signature
_____	_____
Date	Date

The Selwyn Way:

To care for older people, you have to care about them.

The wellbeing of any person we connect with is defined by the following five domains:

Spirituality – A dimension that brings meaning to life

Growth – Continuing to learn and flourish as a person

Contentment – A state of satisfaction with life

Belonging – A sense of meaningful connection with others, being part of a community

Resilience – Capacity to overcome adversity, stress or uncomfortable change in ourselves or our circumstances.

