

Position Description: Wellness Carer

Purpose of Position

The purpose of this position is to assist in engaging health& well-being and recreational/wellness therapy programs that provide a range of opportunities for residents to achieve social, physical, emotional, holistic, and psychological well-being.

Reporting

The Wellness Carer is accountable to and reports directly to the Wellness Team Leader and collaborates with and takes operational guidance and direction from an Allied Health Professional.

Organisational Mission and Values

Catholic Homes is committed to employing a caring and dedicated team of employees who provide services that enhance the quality of life of our Residents/Clients. Employees are called to behave in such a way that upholds the Catholic Homes' Values and demonstrates a commitment to working co-operatively and collaboratively.

A commitment to the Values of Catholic Homes is reflected in the attitudes, behaviour and actions of employees. This is in the form of decision-making processes, adherence to policy and procedures, the quality and nature of the services, provision of employee's development programs, implementation of tasks and in the way people are related to and cared for, particularly employees and Residents/Clients.

A commitment to confidentiality of information requires all employees to take reasonable precautions to maintain the non-disclosure of any confidential information about other employee's members or Residents/Clients as well as the general operations and affairs of the organisation to any person other than those approved by the Organisation.

Duties and Responsibilities

Corporate Ethos

- Demonstrates and understands Catholic Homes' Vision, Values and Statement of Identity in dealing with other employees and Residents/Clients.
- Demonstrates and complies with the Code of Conduct.
- Demonstrates, understands and actively participates in Catholic Homes' care model, "Care with Purpose", in all undertakings relating to the provision of care and services to Residents/Clients.
- Demonstrates and participates in Continuous Improvement Programs.
- Demonstrates consistent application of the principles of Continuous Quality Improvement.
- Has sound knowledge of mechanisms available to employees and Residents/Clients for the provision of feedback and takes appropriate action to follow up on comments, complaints and compliments.

Wellness Programs

- Delivers Resident wellness activities (including groups and individual sessions) in accordance with the program agreed with Residents.
- Plans and implements special events and bus trips in consultation with the Facility Manager (FM), Occupational Therapist and Catering employees.
- Supports Residents' to actively participate in the wellness program if they choose to.
- Actively undertakes evaluation of the wellness program and communicates with the Occupational Therapist regarding program outcomes.
- Monitors attendance and engagement and reports to Wellness Team Leader and Occupational Therapist.
- Liaises with external agencies to enhance the wellness program in conjunction with the Wellness Team Leader and or Occupational Therapist.
- Manages activity resources, activity rooms and storage areas and ensures that they are tidy and accessible.
- Assists the Residents to connect with their families and social settings outside of the residence using technology and online means of communication.

- Purchases activity resources, with approval from FM and whilst working within the resource budget.
- Assists the site with fundraising efforts.
- Assists new residents to settle in and feel at home in the residence.
- Assists in coordinating, support and supervise volunteers and students working in the wellness department.
- Any other duties as required by the FM.

Exercise and Physiotherapy Programs

- Correctly performs treatments according to physiotherapy treatment plans.
- Prepares and conducts resident activities correctly and safely.
- Observes residents' responses to treatment programs, and reports findings to Physiotherapist, Clinical Nurse Manager (CNM)/Clinical Nurse (CN), Wellness Team Leader or FM.
- Assists with residents' personal care needs to the extent necessary to ensure resident safety, comfort and satisfactory completion of planned programs.
- Contributes information to assist the resident assessment and personal care evaluation procedures.
- Maintains accurate and legible records of activities.

Wellness and Health

- Provides opportunities to improve residents' quality of life through facilitating relationship-enabling environments and activities.
- Facilitates the full range of activities and 1:1s listed on the Wellness Program under supervision of the Wellness Team Leader and Occupational Therapist.
- Assists with residents' personal care needs to the extent necessary to ensure resident safety, comfort, and satisfactory completion of planned programs.
- Provide assistance with resident meals (breakfast, morning tea, and lunch) during rostered shifts.
- Support residents with personal care, as required, in a respectful and dignified manner.
- Assist with medication-related tasks in line with training and organisational policy.
- Support residents with grooming tasks, including shaving, where they are unable to do so independently.
- Promoting personal hygiene and wellbeing.
- Maintains accurate and legible records of activities.
- Maintains a monthly wellness planner.
- Transporting Residents to and from the Allied Health area, as required.
- Transporting and setting up of equipment.
- The role works closely with the Wellness Carer Team Leader in relation to the development, delivery and review of wellness & health programs and activities.

Compliance and Reporting

- Understands and complies with the Catholic Homes' guidelines, policies and procedures (as amended from time to time).
- Attends all compulsory and recommended training and meetings as required.
- Maintains a good understanding of the Quality Standards (as amended from time to time).

Workplace Health and Safety

- Ensure, promote and comply with safety in the workplace.
- Take care of property and equipment and report faults promptly.
- Report and analyse Hazards, Accidents and Incidents promptly and accurately.
- Utilise resources and equipment economically and safely.
- Familiarise yourself with all emergency procedures.
- Responsible for the promotion and maintenance of a safe working environment.
- Take appropriate action to ensure own health and safety.
- Ensure correct manual handling techniques according to manual handling guidelines and policies.
- Contribute to workplace risk assessment and hazard control activities.

Expected Behaviours

- As a member of Catholic Homes' Care Team, you will be required to work with other employees cooperatively and accept reasonable and lawful instructions and recommendations by the Line Manager when necessary.
- As a member of Catholic Homes' Care Team, there may be occasions where you may be required to work across one or more sites to provide assistance and support to your colleagues.
- Provide mentoring and coaching to peers where applicable.
- Provide assistance and support to fellow employee's members whilst on duty.
- Communicate effectively in a constructive, courteous, respectful and professional manner.
- Treat other employee's members with professionalism and respect.
- Enable Residents/Clients to make informed choices, take risks and treat them with dignity and respect in line with Catholic Homes' care model, currently "Care with Purpose"
- Maintain a positive and professional outlook whilst at work.
- Accept and provide constructive feedback.
- Possess a reasonable level of physical fitness to perform the inherent duties of the role.
- Accept responsibility for own actions.
- Identify own learning needs and accept training as recognised by the Line Manager and/or organisation as necessary.
- Maintain confidentiality at all times.
- Works as part of a multi-disciplinary team.

Qualifications

- Minimum Certificate III in Allied Health Assistance, or an equivalent qualification in a relevant health or community services discipline.
- A Certificate IV in Leisure and Health, Allied Health, or another tertiary qualification in aged care, community services, or health will be highly regarded.
- Equivalent demonstrated experience in the allied health or wellness sector may be considered in lieu of formal qualifications.

Experience

- Demonstrated experience working within the aged care sector, with a strong understanding of the needs of older adults in a residential care or community setting.
- Experience in planning, delivering, and wellness, or allied health support programs tailored to individual client needs.

Skills and Attributes

- A creative, compassionate, and person-centred approach to care and service delivery.
- Proven ability to build and maintain respectful and positive relationships with residents, their families.
- Highly developed verbal and written communication skills, including the ability to document and report effectively within a care environment.
- Strong organisational and time management skills
- Ability to contribute to team goals and collaborate effectively within a multi-disciplinary team (MDT) setting.
- Competency in the use of electronic documentation systems, with prior experience using icare (Telstra Health) considered advantageous.
- Commitment to continuous improvement and a positive workplace culture aligned with aged care quality standards.

Verification

Wellness Carer

As the incumbent of this position, I have read and understood the responsibilities and other requirements as detailed in this document

Name: _____	Signature: _____
Date Appointed: _____	Date: _____