

Position Title: Care Partner

Position Summary:

As part of an empowered self led team, help to provide residents with the comforts and security of home in accordance with their preferences as outlined in their care plan. Support residents towards making choices on how they engage in a meaningful life and spend their day, leading to the best possible outcome for them as unique individuals.

Key Accountabilities	Measure
<p>Resident Care</p> <ul style="list-style-type: none"> • Ensure that residents are supported in their home according to the five domains of the The Selwyn Way:- <ul style="list-style-type: none"> ○ Spirituality ○ Growth ○ Contentment ○ Belonging ○ Resilience • As part of an integrated team work with the clinical support team (particularly primary nurses), social and spiritual team, village support team, resident's family and friends to provide the best possible support to residents. • Within a care partnership framework, develop close meaningful relationships with residents; participating in the development, implementation and review of care plans. 	<ul style="list-style-type: none"> • The values of the Selwyn Way are reflected in all actions and behaviour. • Resident wellbeing and satisfaction.
<p>Daily living activities</p> <p>Support residents, as required, to undertake their choice of daily activities, which include:-</p> <ul style="list-style-type: none"> • Personal hygiene • Hobbies and recreational activities • Visits / excursions (e.g. hairdresser, café) • Running their home (e.g. shopping, cleaning, laundry) • Mobility assistance • Medication administration (as necessary) 	<ul style="list-style-type: none"> • Resident wellbeing and satisfaction • Feedback from team members and residents.
<p>Housekeeping</p> <p>Support residents to run their home and undertake general housekeeping duties which include:-</p> <ul style="list-style-type: none"> • The provision of meals and snacks • Vacuuming / mopping • Dusting / tidying • Cleaning en suite bathrooms and kitchen • Laundry 	<ul style="list-style-type: none"> • Resident wellbeing and satisfaction • Feedback from team members and residents.

Key Accountabilities	Measure
<p>Self-Led Team</p> <p><u>Coordinator responsibilities</u></p> <ul style="list-style-type: none"> • On a rotational basis, take the lead in coordinating the following within a household:- <ul style="list-style-type: none"> ○ Food provision ○ Housekeeping ○ Hobbies / recreational activities <p><u>Roster</u></p> <ul style="list-style-type: none"> • In the absence of the House Lead, act as the first point of contact if a team member is unable to work as rostered (unplanned leave). Arrange cover as necessary consulting with the clinical lead within the care home regarding staffing levels. • Coordinate with other team members within household regarding own time off requirements. <p><u>Orientation</u></p> <p>Assist, as required with the orientations for new team members, volunteers, students, new residents and their families.</p>	<ul style="list-style-type: none"> • Resident wellbeing and satisfaction. • Feedback from team members and residents.
<p>Communication & Documentation</p> <ul style="list-style-type: none"> • Complete all paper and electronic documentation accurately and within required time frames. • Communicate with the EPOA as necessary in relation to the resident's general wellbeing • In the event of a resident's death, contact the clinical lead. • Report any concerns or changes observed in residents immediately to the clinical lead • Provide appropriate and relevant information at handover meetings. 	
<p>Culture</p> <ul style="list-style-type: none"> • Demonstrate behaviour and communication style that reflects commitment and knowledge of the Selwyn Way. • Adhere to the Selwyn Way values and actions for staff. • Ensure good relationships are maintained with management, residents and staff. 	<ul style="list-style-type: none"> • The Selwyn Way is reflected through actions and behaviour. • Feedback from peers, residents and manager.
<p>Personal Development</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Initiative observed with regards to professional development. • Up-to-date knowledge is evident through daily performance. • Attendance at scheduled training

<ul style="list-style-type: none"> Attend any scheduled training sessions as required for this position. 	<p>sessions is documented.</p>
<p>Compliance & Quality Improvement</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Feedback from peers, residents and manager. Incident reporting. Audit results.
<p>Health & Safety</p> <p>Personal Health and Safety</p> <ul style="list-style-type: none"> 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. Turn up for work fit for work – with adequate rest, free or infection and free of any substance that could impair your judgment. <p>Health and Safety procedures</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Proactive support of Health & Safety in daily actions Incidents are reported Hazards and risks are managed
<p>Other</p> <ul style="list-style-type: none"> Undertake general administration / maintain resident records (written and electronic). Undertake other relevant duties as required by your manager, following consultation with you 	<ul style="list-style-type: none"> As observed and reported

Qualifications, experience and personal qualities
<ul style="list-style-type: none"> • Interpersonal skills (e.g. oral communication, managing conflict) • Literacy / written communication skills • The ability to work collaboratively with others (e.g. problem solving, goal setting, leadership) • Practical skills (e.g. personal care, food preparation, cleaning) • IT skills (introductory level) • A relevant qualification (desirable)

Core Competencies: At all times, employees will respect and promote the Selwyn Way. This will be reflected in each of these competencies through your actions and behaviours.	
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.
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. Builds appropriate rapport with all kinds of people. Is sensitive and approachable, managing difficult situations with diplomacy and tact. Demonstrates focused listening skills.
Teamwork	Works together and co-operatively to achieve common goals. Accepts direction, supports others and offers assistance as appropriate.
Initiative	Shows good judgement with ability to understand various situations and attend to in the most effective manner. Contributes ideas and knowledge and strives to exceed expectations. Responds rapidly to requests and solves problems effectively.
Composure	Is reliable; remains calm under pressure; is tolerant with people and processes; does not become defensive or irritated or show frustration.
Physical Fitness	Required energy level and ability to perform specific tasks with safety - eg lifting, carrying, etc.
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:	
<u>Internal</u> Residents Housekeepers Registered Nurses Volunteers Diversional Therapist Village Manager Administration Staff Chaplain	<u>External</u> Families Friends / visitors

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