

## MISSION

Presbyterian Support South Canterbury, guided by its Christian values is to enrich people's lives by meeting needs or changing individual and community situations to make a positive difference.

**The Eden Alternative Philosophy®** is an exciting philosophy which sees us working to build an environment where life revolves around close and continuing contact with children, plants and animals and improves the lives of those we support.

KEY TASKS:		EXPECTED OUTCOME:
1.	Supporting resident independence within The Eden Alternative Philosophy®.	1.1 Is familiar with The Eden Alternative Philosophy®.
		1.2 Residents are provided with meaningful activity, companionship and the opportunity to provide as well as receive care.
		1.3 Actively participates in delivering on the principles that the home is registered in.
		1.4 The Eden Alternative Philosophy and approach are promoted during interaction with residents, families and staff.
2.	Resident's health and well-being will be at an optimum level with care given as in the care plans.	2.1 Resident care will be delivered as outlined in individual care plans using procedures described in the procedure manual including medication administration as delegated.
		2.2 Residents will receive care as documented in the standards of the Quality Assurance Programme within the time allocated.
3.	To adhere to Presbyterian Support Services South Canterbury policies and philosophies.	3.1 Able to demonstrate a sound knowledge of work within PSSC policies and philosophies.
		3.2 To perform procedures safely as per procedure manual.
		3.3 Demonstrate an ability to adapt to new policies and changes that may occur.
4.	To contribute positively to team functioning.	4.1 Staff will be pleasant, tolerant and helpful towards each other respecting each other at all times.
		4.2 Any potential or present conflict will be resolved through involvement of the Nurse Manager, Clinical Coordinator or designated supervisor with residents being unaware of any conflict unless they are directly involved.
		4.3 Ability to carry out direction as instructed and demonstrates improvement following constructive criticism.
		4.4 Act as a shift supervisor when required.
5.	To communicate effectively both within the Home and in the wider community in	5.1 Information will be given in a clear, concise and pleasant manner to all people you have contact with during working hours. The confidentiality policy

<b>KEY TASKS:</b>		<b>EXPECTED OUTCOME:</b>
	relationship to the functioning of the Home.	will be adhered to at all times.
		5.2 All problems relating to the functioning of the area in which the carer works, family concerns and the resident's well-being will be reported promptly to the Nurse Manager, Clinical Coordinator or designated supervisor.
6.	To demonstrate tolerance and respect for people's individual, spiritual, cultural and social needs to recognise the Treaty of Waitangi.	6.1 Staff will respect and help facilitate residents rights to privacy, freedom of association and continuance of relationships in line with Presbyterian Support (South Canterbury)'s Code of Care..
		6.2 Residents and relatives spiritual needs will be identified and facilitated.
		6.3 Cultural needs will be identified and respected.
7.	To maintain a safe and secure environment.	7.1 Able to demonstrate an accurate knowledge of Fire Safety and evacuation procedures.
		7.2 To be conversant with Health & Safety Act and report any potential dangers and/or faulty equipment promptly to Registered Nurse or Clinical Coordinator.
		7.3 Know where to find hazard register and how to complete a hazard identification form.
		7.4 Unexpected changes, accidents or incidents occurring in residents health or well-being will be notified according to the policy.
		7.5 Hold a current CPR Certificate (where designated).
		7.6 Demonstrate a good understanding of safe infection control procedures and principles.
		7.7 Attend safe handling & back safety training as required, work within approved safe handling guidelines and utilise equipment as prescribed in care plans.
		7.8 Protective clothing will be worn as supplied and specified.
8.	Demonstrates commitment and applies knowledge to work tasks.	8.1 Learned skills will be demonstrated accurately.
		8.2 Educational opportunities will be sought.
		8.3 Identify training requirements and inform Admin and Care Supervisor or Registered Nurse or Clinical Coordinator or Nurse Manager.
9.	Demonstrates commitment to the Quality Assurance Programme of Presbyterian Support Services (South Canterbury).	9.1 To take an active role in the Continuous Quality improvement programme
		9.2 Participates responsibly as required in Audits.
		9.3 Areas needing improvement will be identified and agreed on, improvements will occur.
		9.4 Work performance will meet agreed standards.
		9.5 Identified improvements within work practices will be actively actioned within agreed time frames.

KEY TASKS:		EXPECTED OUTCOME:	
10.	To maintain a high standard of housekeeping while maintaining a homely environment.	10.1	Residents' personal environmental needs will be identified and respected where practical, within normal safety and hygiene standards.
		10.2	Care giver shows responsibility and cleans up own work area as she/he goes.
		10.3	Cyclic housekeeping duties will be completed within the specified time frames, this includes other cleaning duties as required.
11.	(Where applicable) To perform housekeeping/ laundry tasks.	11.1	Cleaning and laundry procedures will be followed as per the Housekeeping and Laundry manuals.
		11.2	Cleaning and laundry tasks will be carried out as per schedule.

*This job description may be reviewed and altered at any time by agreement between the Manager (or supervisor) and the employee, but agreement to changes cannot be unreasonably withheld.*

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Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Managers Signature

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_