

<b>POSITION TITLE:</b> Assistant in Nursing (AIN) / Personal Care Attendant (PCA)	<b>REPORTING TO:</b> Registered Nurse / Enrolled Nurse
<b>Division:</b> Residential Aged Care	<b>TYPE OF ENGAGEMENT:</b> Full-Time/Part-Time/ Casual
<b>Location:</b> Home Name	<b>NUMBER OF DIRECT REPORTS:</b> Nil
<b>Position Summary</b>	
Your role as AIN/PCA is to support residents with daily living activities based on their care plans, needs, and preferences. You will follow the Regis Continuity of Care model, respecting each resident's physical, spiritual, social, and cultural needs to promote well-being and independence.	
<b>Role Responsibilities</b>	
<b>1. Supporting Residents</b>	
<ul style="list-style-type: none"> <li>• Build deep knowledge of your residents. Identify their routines, preferences, and dislikes to provide options in daily activities and promote resident independence.</li> <li>• Keep residents informed by explaining actions during care, and always respect their privacy and dignity.</li> <li>• Support meals and hydration per each resident's care plan.</li> <li>• Assist with hygiene and grooming.</li> <li>• Check and assist with items like glasses and hearing aids, and help with walking and mobility aids as needed.</li> <li>• Help maintain room cleanliness, including beds and wardrobes.</li> <li>• Stay within your role's scope to provide safe, effective care.</li> </ul>	
<b>2. Apply the Continuity of Care model every day.</b>	
<ul style="list-style-type: none"> <li>• Apply person-centred care in all interactions.</li> <li>• Understand each resident's personal, emotional, physical, cultural, and social needs and spot any changes in their behaviours or routines.</li> <li>• Help residents attend and participate in lifestyle activities and events.</li> <li>• Be a compassionate listener and provide comfort when needed.</li> <li>• Involve residents in meaningful and purposeful activities.</li> <li>• Support walking and exercise programs as guided by care staff.</li> </ul>	
<b>3. Communication, Teamwork &amp; Documentation</b>	
<ul style="list-style-type: none"> <li>• Support initiatives to ensure the safety and well-being of residents and staff.</li> <li>• Participate in meetings and assist in improving safety outcomes.</li> <li>• Provide first aid and assist with early intervention, referrals to our health solutions partner, and return-to-work processes.</li> <li>• Report incidents in RISC-Net and escalate serious ones promptly.</li> <li>• Support Move Safe Champions and encourage safe manual handling practices.</li> </ul>	
<b>4. Work Health &amp; Safety</b>	
<ul style="list-style-type: none"> <li>• Support initiatives that ensure the safety and well-being of residents and staff.</li> <li>• Participate in Circle of Care meetings and assist champions in improving safety outcomes.</li> <li>• Contribute to the Emergency Control Organisation and act as Chief Warden when the senior RN is absent.</li> <li>• Provide first aid, support early intervention, and assist with Cogent referrals and return-to-work processes as needed.</li> <li>• Report all incidents in RISC-Net during the same shift and escalate serious ones promptly.</li> <li>• Support Move Safe Champions and encourage staff to warm up and use safe manual handling techniques.</li> </ul>	

5. Essentials for this Position	
<ul style="list-style-type: none"> <li>• AINs/PCAs assist residents with personal care, mobility, daily activities, and emotional support. The role requires adaptability, compassion, and responsiveness to various needs, including dementia and complex care.</li> <li>• Clear communication with residents, families, and healthcare teams is vital. AINs/PCAs must also keep precise records, including progress notes and incident reports, to ensure quality care and compliance.</li> <li>• This role requires physical effort such as manual handling, prolonged standing or walking, and rapid emergency responses. AIN/PCA must adhere to safe work practices while providing person-centred care in a fast-paced, continuous environment.</li> </ul>	
KEY RELATIONSHIPS	
Internal	<ul style="list-style-type: none"> <li>• All employees at the Home</li> <li>• Management</li> </ul>
External	<ul style="list-style-type: none"> <li>• Residents and families</li> </ul>
ATTRIBUTES ESSENTIAL FOR SUCCESS	
Qualifications/Experience /Special Requirements	<p><b>Qualifications/Experience</b></p> <ul style="list-style-type: none"> <li>• Certificate 3 in Individual Support, Aged Care or similar qualification</li> <li>• If undertaking a Bachelor of Nursing - University Placement completed in an Aged Care setting</li> </ul> <p><b>Special Requirements</b></p> <ul style="list-style-type: none"> <li>• Current Police Check or NDIS Worker Screening Check (dependent on location)</li> <li>• Pre-Employment Medical Assessment</li> </ul>
Experience, skills & competencies	<ul style="list-style-type: none"> <li>• Previous experience working with aged or vulnerable people is beneficial</li> <li>• Experience or knowledge of Dementia</li> </ul>
Award Coverage	The classification level for this role will be determined in accordance with the relevant applicable industrial instrument.
Indicative days & hours of work	<p>Aged Care is a 24-hour, 7-day-a-week service. At times, the Employee may be asked to work additional shifts beyond their permanent roster to support the home's care and operational requirements.</p> <p>Employees are required to communicate any changes to availability to their manager in accordance with Regis rostering procedures.</p>
General Information	This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended as an exhaustive list of all responsibilities, duties and skills required. Regis reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
Date	30 <sup>th</sup> June 2025