



PO Box 21 Woy Woy NSW 2256
Ph: (02) 4344 2599 - Fax: (02) 4344 6306

CSE Care Staff Information Pack

“Application for Employment Form” must be accompanied by:

- Curriculum Vitae/ Resume
- Covering letter addressing the selection criteria
- Two (2) work related referees, preferably Managers.

Applications can be submitted in the following manner:

Mail to: *BlueWave Living*
Attention: The Care Services Manager
PO Box 21
WOY WOY NSW 2256

OR

E-Mail to: *jobs @bluewaveliving.org.au*

CSE Role

BlueWave Living is currently looking for permanent part time and casual Personal Carers to join our team. We are seeking experienced CSE's (Care Service employees) to join our nursing staff at Woy Woy), which is approximately 90 minutes north of Sydney.

To fulfil this role you are required to assist with the provision of quality care. Experience with Dementia Care and knowledge of ACFI charting would also be desirable. BlueWave Living uses a computer based care planning and assessment system; therefore computer skills would be preferred.

You will report to the Care Manager and work closely under the guidance of the RN in charge of the shift.

Our Organisation:

We are a 139 bed residential aged care facility, a friendly, family orientated organisation located on the Central Coast. We are a community based, Government funded, not-for-profit charitable, organisation providing care and accommodation to the frail aged. We provide both high and low care general and dementia specific nursing care to permanent and respite residents.

Wages & Conditions:

Wages and employment conditions are in accordance with the Woy Woy Community Aged Care NSWNA & HSU NSW Enterprise Agreement. The hours to be worked may be up to 76 hours per fortnight.

A six month probation period applies to all positions within the organisation with a formal staff appraisal at three and twelve months. Salary sacrifice is available for permanent staff with the opportunity to receive up to \$\$18,549 of your yearly salary tax free each year, subject to ongoing taxation legislation. Wages are paid fortnightly into a nominated bank account and superannuation is paid into HESTA superannuation fund or an alternative nominated fund. Corporate Gym Membership is available at nearby Peninsula Leisure Centre at considerable discount to our staff.

Criminal Record & Pre-Employment Medical Checks:

It is a requirement of our funding bodies and of this organisation, that prospective employees must undergo a Criminal Record check prior to being offered a position with the company, you will be required to provide this prior to employment. Additionally, the organisation, in order to assess the physical suitability of staff to be employed in our services, requires the applicant to undergo a pre-employment functional assessment, which will be provided by the organisation.

JOB DESCRIPTION

Position: Care Service Employee

– Casual and Permanent Part-Time positions available

Hours: Up to 76 hours per fortnight

Responsible to: Registered Nurse and Care Manager

Essential requirements:

- Good time management skills
- Interest in providing resident centred, residential based care services delivery, preferably for the frail aged and those with dementia.
- Ability to manage challenging behaviours
- Ability to work as a team member
- Understanding of Infection Control and Manual Handling practises
- Effective interpersonal and written communication skills, including basis computer skills
- Be able to communicate with residents, relatives & health professionals
- Current National Police check

Desirable requirements:

- Certificate III in Aged Care Nursing
- Experience working in the Aged Care Sector
- A genuine caring and compassionate nature

Key Duties and Responsibilities

- Ability to apply sensitivity and interpersonal skills when interacting with residents to ensure resident physical and emotional needs are met.
- Assist Residents with personal care, mobility, and communication needs to support them in their daily activities and functions.
- Capacity to work within a team environment, value different perspectives within the team and manage conflict situations in a calm and professional manner.
- Adhere to policies and procedures
- Restock trolleys as required
- Complete documentation in residents' computerised clinical records and hard copy as necessary, to comply with legal requirements
- To attend assessments and charts based on the nursing process
- To work within the Code of Conduct
- Ensure a safe environment in accordance with Manual Handling, WH&S, Infection Control Policies
- Attend mandatory meetings and participate in in-service in order to update knowledge on a regular basis.