MAKING A DIFFERENCE SO SOUTH AUSTRALIA THRIVES

Government of South Australia
Department for Correctional Services

JOB AND PERSON SPECIFICATION

Title of Position: Aged Care Worker
Classification: WHA-4
Location: High Dependency Unit, Yatala Labour Prison
Reports To: Manager High Dependency Unit

CORRECTIONAL SERVICES
Position No: M30492
Division: Statewide Operations

JOB AND PERSON SPECIFICATION APPROVAL

H Mills 12.10.2023

Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Aged Care Worker within the High Dependency Unit (HDU) is responsible for providing a direct service to prisoners in the HDU who may be frail or disabled and require assistance with daily living tasks.

KEY STAKEHOLDER INTERACTION

The Aged Care Worker is responsible to the General Manager through the Manager HDU. The role will liaise with members of Prison Health Services as well as supporting other Departmental Staff.

BRANCH PROFILE

Yatala Labour Prison is the largest metropolitan institution in South Australia and from 2023 will have facilities and capacity to provide services, development, and work opportunities for up to approximately 840 prisoners of high, medium, and low security ratings.

Prison staffing is approximately 500, comprising the General Manager and a multi-disciplinary senior management team of nine. It includes a range of disciplines including clinicians and professional staff, Case Management Coordinators, Operations Supervisors, Correctional Industries Officers, Correctional Officers, and Administrative Support Officers. Services are coordinated and delivered by teams comprising of Correctional Educators, Aboriginal Liaison Officers, and the Activities team.

Facilities include Accommodation Units for a range of prisoner cohorts, including those working in Prison Industries, Intensive Management Units, and Protective Custody. The HDU provides referral pathways and accommodation for offenders who require therapeutic treatment for complex and special needs, or who have Aged Care needs. From 2023, the Mirnu building will be included with HDU as specialist Treatment Units and will include two discrete units that target specific cohorts for intensive rehabilitation programs.

Prisoners are expected to maintain mutually respectful relationships with staff and stakeholders while engaging in meaningful activities, developing their life skills, and supporting their reintegration into the community.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check.
- A current South Australian Driver's Licence is essential.
- A flexible approach to working hours is required.
- Required to have face to face contact with prisoners.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

The position of Aged Care Worker is responsible for:

Contributing to the provision of qualitative care for aged and/or infirmed prisoners by:

- Bed making.
- Feeding and/or meal delivery within the HDU.
- Bathing, showering, personal hygiene and grooming.
- Toileting/continence management.
- Maintenance of mobility/dexterity.
- Transfer/lifting, mechanical aids.
- Communication/assistance with aids e.g., glasses and hearing aids.
- Distribution of clean laundry and bedding materials.
- Cleaning of equipment, aids, utensils in work area.
- Cleanliness and neatness of prisoners' environment.
- Assist in care of prisoners with identified special needs or requirements e.g., pressure areas.
- Contribute to recreation activities.
- Provide input which may inform periodic reviews of individual prisoner management plans.
- Provide support as necessary under the Direction of the Manager, HDU.

Under direction, providing prisoners with direct, practical support by:

- Working to maintain a therapeutic environment in the unit through positive interactions with prisoners.
- Supporting the multi-disciplinary team in the implementation of therapeutic intervention.

Contributing to the effective operation of the unit by:

- Working within a multi-disciplinary team and contributing to effective team functioning and quality outcomes.
- Demonstrating and maintaining a satisfactory knowledge and skill base to perform the role by undertaking training as required and maintaining required skills and knowledge applicable to the role.
- Ensuring services are delivered in a culturally appropriate manner.

Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.

Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential:

- Certificate III or above in Disability or Aged Care.
- First Aid Certificate.

Desirable:

- Certificate III or IV in Mental Health Work (Non-Clinical) or enrolled in an Undergraduate course in a relevant health discipline.
- Manual handling training.
- Communicable disease training.
- Certificate III in Individual Support.
- Certificate III in Individual Support (Ageing).

PERSONAL CRITERIA

Essential Criteria

- Demonstrated ability to communicate effectively with a diverse group of individuals from varying communities.
- Demonstrated experience delivering direct care and working with clients who are aged and/or infirm.
- Demonstrated initiative to work effectively with a complex client group in a dynamic work environment.
- Demonstrated ability to work under direction to achieve positive care outcomes.
- Proven ability to work as a team member and to respectfully participate and contribute within a team environment.
- Proven ability to organise workloads to ensure deadlines and timeframes are met.

Desirable Criteria

- Experience working with people with mental health related issues.
- Experience working in a secure care environment.
- General knowledge of personnel management principles under the Public Sector Act, Work Health and Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.