

Position Description

Jewish Care Aged Care Assistant - Volunteer

Responsible to:	Elder Support Worker, Registered Nurse and House Manager
Location:	A single Floor/House in the Hannah & Daryl Cohen Family Building
Requirements:	A willing heart and able hands, current Police Check, 2020 Flu Vaccination and no close contact with a positive Covid case

Role Purpose

1. To provide practical support to our Elder Support Workers during the COVID-19 Lockdown period. To be a willing pair of hands to ease the load as our staff work to ensure all infection control protocols are implemented which takes considerably more time than usual.
2. It is **not** to provide personal care or to assist with walking or transferring at any time to any Elder.

Specific requirements

1. Able to walk quite a lot for a 4 – 7-hour shift
2. Age range: max 55 years of age with no pre existing medical or respiratory conditions
3. Not be the designated carer for anyone else or be volunteering/working with another provider
4. Undergo a training session at JCV prior to commencing first shift
5. Happy to assist with general housekeeping tasks such as stacking dishes, wiping down benches and general household duties, tray service delivery and pick up, etc
6. Have good English and/or Russian language and communication skills
7. Be able to take instruction from an Elder Support Worker or Registered Nurse as required
8. There is no requirement to provide personal care to our Elders – this role is to support the staff with general duties and spend time with the Elders doing activities in their rooms e.g. colouring in, playing cards, making a cup of tea.
9. To maintain the dignity and confidentiality of all Elders in our care
10. To report any issues immediately to the Elder Support Worker or the Registered Nurse

Working Together

- Work effectively and co-operatively as a member of the team
- Work within the guidelines, policies and procedure and directions given by the Elder Support Worker/RN

Occupational Health and Safety

- Be aware of safe working conditions and manual handling procedures as appropriate
- Be aware of and follow infection control guidelines and food handling procedures
- Follow JCV policy and instructions in relation to wearing personal protective safety wear
- Report all incidents and potential hazards to the Elder Support Worker

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Organisational Context

Jewish Care, a not-for-profit organisation, is the largest provider of aged and community services for the Jewish Community in Victoria. Its Mission is 'To support and enhance the wellbeing of the Jewish Community of Victoria.' It aims to be accessible to all members of the Jewish Community and becoming recognised as the first point of call for support and assistance. It provides a vital 'whole-of-life' range of professional care, services and facilities, including Aged Residential Care, Assessment Referral and Individual Support Services, Community Aged Care Packages, Linkages, Disability, Mental Health, Youth and Family Services and Holocaust Survivors Programs

Volunteer Acknowledgement

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

A signed copy of the position description must be returned to:

People & Culture at 619 St Kilda Road, Melbourne VIC 3004 or P&C@jewishcare.org.au



Jewish Care proudly celebrates and warmly welcomes the rich diversity of our community and strives to be inclusive for all, including the LGBTI+ community.