



**GOVERNMENT OF NIUE  
NIUE PUBLIC SERVICE COMMISSION**

**JOB DESCRIPTION**

<b>Job Title:</b> Age Care Giver	<b>Job Type:</b> CONTRACT
<b>Job Grade:</b> G2	
<b>Division:</b> Age Care Unit, Department of Health, Ministry of Social Services	
<b>Location:</b> Niue Fook Hospital, Kaimiti, Alofi	
<b>Reports to:</b> ACU Supervisor and Charge Nurse	
<b>Approved by Commission:</b>  ..... <b>Date:</b>	<b>Appointee:</b>  ..... <b>Date:</b>

**VISION**

Niue Ke Monuina – A Prosperous Niue

**MISSION**

To assist Aged Care residents in basic healthcare duties. The Aged Caregiver must work within scope of the hospital and be responsible for providing Aged Care-centered, culturally appropriate and individual holistic care to Age Care residents.

Aged Care residents should feel that they have been dealt with in a friendly, courteous manner and that all that can be done for them has been done. To provide the highest possible standard of care at all times

**SUMMARY OF THIS POSITION**

The Aged Caregiver will provide Healthcare support and assistant to Aged Care residents, interventions and treatment within Niue Fook Hospital Aged Care unit. Caregivers/Healthcare Assistance also fulfil the many and varied additional roles that occur from time to time.

The Caregiver works closely with the Principal Nurse Officer, Charge Nurses, Staff Nurses and Doctors and other team members to provide efficient, effective professional Healthcare services.

**JOB FUNCTIONS AND EXPECTATIONS**

	<b>Key Responsibility/Principal Activities</b>	<b>Methods/Output</b>	<b>Outcomes</b>
<b>1.0</b>	<b>Clinical Service</b>		
1.1	Assist with any other work the Aged Care resident requires	All Aged Care residents basic medical needs are taken care of and that any and all medical needs of the Aged	Reduce any medical complications that could cause serious effects on the health and well being of the Aged Care resident
1.2	Take observations and chart – temperature, pulse and respirations		
1.3	Administer approved medications and treatments, such as catheterizations, suppositories, irrigations, enemas, massages,		

	and douches, as directed by a medical officer or nurse.	Care residents are taken care of	
1.4	Takes and records temperature, blood pressure, pulse and respiration rates, and food and fluid intake and output, as directed.		
<b>2.0</b>	<b>Resident Care</b>		
2.1	Sponging the aged care resident daily or as required	All Aged Care residents basic grooming, feeding and care needs are taken care of and that any and all medical needs of the Aged Care residents are taken care of	Aged Care residents health and well being is of the utmost importance. To ensure that that all Aged Care residents are taken care of
2.2	Bathe, groom, shave, dress, and/or drape aged care resident to prepare them for surgery, treatment, or examination.		
2.3	Answer aged care resident' call signals		
2.4	Make aged care resident beds		
2.5	Feed aged care resident who are unable to feed themselves. Residents are feed on time		
2.6	Transport aged care resident to treatment units, using a wheelchair or stretcher		
2.7	Provide aged care resident care by supplying and emptying bed pans, applying dressings and supervising exercise routines.		
2.8	Provide aged care resident with help walking, exercising, and moving in and out of bed.		
2.9	Observe aged care resident' conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to professional staff		
2.10	Aged care resident safety		
2.11	Night shift	Aged Care residents are checked on every two hours	
2.12	Support Plan	Aged care resident support plan is being followed and updated when necessary	
<b>3.0</b>	<b>Administration</b>		
3.1	Answer phones and direct visitors.	All visitors are directed to Aged Care resident and all phone calls are being answered	Aged Care residents have ongoing communication with family and friends
<b>4.0</b>	<b>Cleaning</b>		
4.1	sweep and mop the rooms	Aged care residents rooms are kept clean and tidy and free of clutter and rubbish for patient safety	Reduce the effects and manage infection control with all residents
4.2	tidy the store rooms		
4.3	clean and tidy rooms as required		
4.4	Clean rooms and change linens. Ensure rubbish in rooms and grounds are cleared		
	Wash and clean linens, hang washing of all residents		Infection control policies and

	Common areas are kept clean including staff areas	Aged Care residents receive clean sheets and linen when needed	procedures are followed to reduce the effects of cross infections
<b>5.0</b>	<b>Aged Care Supplies and Maintenance</b>		
5.1	Maintain inventory by storing, preparing, sterilizing, and issuing supplies such as dressing packs and treatment trays		All stock used is replaced and topped up for the benefit of the Aged Care residents and better management of the Aged Care unit
5.2	Stocks of materials	Maintain adequate levels of stock for materials and equipment in all rooms, ensuring no item is past its expiry date and that stock is rotated to minimise wastage.	
5.3	Other supplies	Ensure all cleaning supplies are adequately stocked and that all supplies are stocked after each shift	
<b>6.0</b>	<b>Communication</b>		
6.1	External	Professional liaison with other health professionals is maintained. Relates in a professional manner and communicates effectively to support the aged care resident through the healthcare experience.	Communication is clear and precise and that all team members know what is going on with the Aged Care residents and issues that may affect the care of the Aged Care resident
6.2	Internal	All staff are informed as appropriate about anything that they should be aware of regarding an aged care resident or regarding the internal workings of the hospital. Staff and team meetings are attended as requested	
6.3	Staff Problems or Issues	All staff problems or issues are referred to the Principal Nursing Officer in the first instance.	
<b>7.0</b>	<b>Quality</b>		
7.1	Clinical Notes	All aged care resident consultations must be recorded accurately in the clinical notes within 24 hours of contact. This includes records of both face to face and remote conversations.	Quality of care is upheld and recorded for the safety of the Aged Care resident and Caregiver/Healthcare Assistant

7.2	Professional Development	Undertakes responsibility for own professional nursing development	
<b>8.0</b>	<b>Compliance</b>		
8.1	Compliance	All complaints to be referred to the Complaints Manager in the first instance.	Health and Safety policies and procedures are followed for the safety of the Aged Care resident and Caregiver/Healthcare Assistant
8.2	Privacy	Total confidentiality and privacy of aged care resident is maintained.	
8.3	Health and Safety	Standard Health and Safety polices are adhere to	
8.4	Infection control	Ensure Infection Control policy is followed	
<b>9.0</b>	<b>Other Duties</b>		
9.1	Accuracy of Information	All information entered into the PMS is accurate, appropriate and in accordance with hospital policy	All information about Aged Care resident is being recorded and monitored
9.2	New Aged care resident	Set up screening and recalls as appropriate for new aged care resident.	
9.3	Hours of work are set out in the Employment Agreement however there may be times when you are required to undertake other duties outside these hours as requested. This may involve attendance at meetings, staff meetings or training sessions.	To assist in other duties if needed for Niue Ffoo Hospital and Aged Care unit. Limited to the boundries of a Caregiver/Healthcare Assistant	This is a small hospital and every staff member is expected to be flexible and hands-on. No job in the hospital is excluded from the duties of every staff member, save for where scope of hospital limitations applies.
9.4	You will also be required to cover reception duties during the receptionists' breaks and at times when reception cover is not provided.		
9.5	You are also responsible for the overall standard and cleanliness and infection control of the premises, though weekly cleaning is undertaken by other staff.		
9.5	This is a small hospital and every staff member is expected to be flexible and hands-on. No job in the hospital is excluded from the duties of every staff member, save for where scope of hospital limitations applies.		

## **KEY RELATIONSHIPS**

<b>Internal</b>	<b>Government</b>	<b>External</b>
<ul style="list-style-type: none"> <li>• Director of Health</li> <li>• Hospital Health Service Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Director-General of Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• School Committee</li> <li>• General public</li> <li>• Community Leaders</li> </ul>

<ul style="list-style-type: none"> <li>• Principle Nurse Officer</li> <li>• Charge Nurse</li> <li>• Chief Medical Officer</li> <li>• Visiting Consultants for Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Niue Public Service Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Public Sector</li> <li>• Private Sector/NGO</li> <li>• Overseas organisations/ partnerships/ networking</li> </ul>
---	--	---

**PERSON SPECIFICATION - NECESSARY QUALIFICATIONS AND PERSONAL ATTRIBUTES**

The appointee ideally should have;

**1) Academic qualifications:**

- Level 3 or 4 or 5 Certificate in Health and Well Being
- Certificate or Diploma in Clinical Practice Health Care Assistant
- Worked in a hospital or hospital environment for more than 3 years
- Current First Aid or CPR certificate

**2) Knowledge, skills and experience:**

- Good knowledge of Resident Care and Hospital systems;
- Excellent communication skills;
- Fluency in spoken and written English and Vagahau Niue
- Have the skills and competencies necessary to care for aged care resident

**3) Personal Competencies:**

- Ability to manage aged care resident needs and attend to aged care resident as needed
- Ability to motivate and influence the team to work towards a common goal;
- Ability to work as a member of a team, contributing towards a harmonious relationship;
- Ability organise collate and distribute information effectively and efficiently;
- Able to develop systems that improves the administration workflow of the hospital.