



Formed in 2016 Masonic Care Tasmania Inc. (MCT) is a statewide provider of aged care and health care services throughout Tasmania, operating from three main sites, two in Launceston and one in Hobart, along with a number of other sites in both Launceston and Hobart.

MCT provides an integrated range of residential aged care, independent living and home care services, with a strong desire to develop and grow allied health and medical services.

MCT was created through a merging of Fred French Masonic Nursing Home Inc and Masonic Peace Memorial Haven of Northern Tasmania Inc (together previously known as Masonic Homes of Northern Tasmania) and Freemasons’ Homes of Southern Tasmania Inc.

The MCT Vision, Purpose, Values, Philosophy and Core Business Statements create an organisational platform for individual, team and organisational attitudes, behaviours and work practices; the culture of MCT.

<b>MCT Vision</b>	A world where people are supported to live as they choose
<b>MCT Purpose</b>	Enriching lives and communities
<b>MCT Values</b>	<p><b>Choice</b> Honouring the decisions of individuals with integrity</p> <p><b>Compassion</b> Expressing sensitivity and empathy in what we do and how we do it</p> <p><b>Respect</b> Upholding the rights, beliefs and choices of individuals without judgement</p> <p><b>Innovation</b> Having the courage to explore better ways of doing and being</p>
<b>MCT Philosophy</b>	Live Life with Us
<b>MCT Core Business</b>	Developing and delivering individualised aged care and health care services for people who are ageing & have emerging or actual chronic health or complex health challenges and require high care – sub-acute services.

<b>Extended Care Assistant</b>	
<b>Role Purpose</b>	<ul style="list-style-type: none"> <li>• Provides direct care to residents and performs established care procedures for individuals or groups of residents.</li> <li>• Collaborates with other members of the care team to contribute to the delivery of quality care.</li> </ul>
<b>Location</b>	Hobart, Tasmania.
<b>Reporting and Authorisation</b>	<ul style="list-style-type: none"> <li>• This position reports directly to the Registered or Enrolled Nurse in charge of the Unit.</li> </ul>
<b>Qualifications and Skills</b>	<ul style="list-style-type: none"> <li>• Must have completed Certificate III in Individual Support - Ageing.</li> <li>• Must demonstrate strong interpersonal skills evident through communication style, in particular verbal communication.</li> <li>• Have basic computer skills in Microsoft Office Software.</li> </ul>
<b>Primary Tasks:</b>	<ul style="list-style-type: none"> <li>• Contributes to a comprehensive history from residents and / or families to identify common problems.</li> <li>• Contributes to documentation as directed.</li> <li>• As directed, plans and implements resident care with residents' families and other members of the care team.</li> </ul> <p>Contributes to a resident care plan that:</p> <ul style="list-style-type: none"> <li>• Identifies expected outcomes for planned nursing interventions.</li> <li>• Promotes health sustaining behaviour.</li> <li>• Responds appropriately to sudden alterations in resident's health status.</li> <li>• Delivers personal care according to the Resident Care Plan and encourages resident to maintain optimal level of independence.</li> <li>• Encourages the motivation of residents to participate in social and physical activities in conjunction with Leisure and Lifestyle and Physiotherapy programs.</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Contribute to creating and maintaining a healthy and safe work environment.</li> <li>• Avoid actions that adversely affecting the health and safety of any other person at the Home.</li> </ul>
<b>Reporting and Analysis</b>	<ul style="list-style-type: none"> <li>• This role reports to the Registered Nurse or Enrolled Nurse in charge of the unit.</li> </ul>
<b>Additional Responsibilities and Tasks</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and coordinate work within that team.</li> <li>• Acts as mentor to new staff.</li> <li>• Participates in resident care conference and other work related group activities.</li> </ul>

It is agreed that these are the primary requirements for the position of an **Extended Care Assistant** however there is an expectation that this position may perform, or learn other duties, as required by Masonic Care Tasmania.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and management, therefore the entire document will be considered during any performance assessment.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Extended Care Assistant**

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_  
**General Manager Operations**