



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## Health Care Worker (HCW)- Jacaranda Lodge IN37-IN39 (Casual)

### About the role

Jacaranda Lodge is located around 27km north of Swan Hill in Nyah West and provides low and high care as well as respite. Families will find the rural setting ensures a tranquil, home-like environment with beautiful gardens.

The facility has a total of 30 beds, made up of 21 single rooms with ensuites, 3 single rooms with shared ensuites and 3 shared double rooms with shared ensuites. There is a communal dining area for residents with a kitchenette, a large community lounge area and 3 smaller lounge areas, laundry facilities and a chapel, all of which are available for you and your family.

### Position Summary

To provide support and standard care for the individuals residing at Jacaranda Lodge and to ensure a safe environment for individuals and staff.

The position is suitable for

- Enrolled Nurse (EN)
- Healthcare Worker with Certificate III in Individual Support

The candidate must agree to complete EN course through SHDH sponsorship at the next available opportunity.

### About You:

- Certificate III in Individual Support (Ageing) or equivalent
- Enrolled Nurse or Registered Nurse student.
- The candidate must agree to complete EN/RN course through SHDH sponsorship at the next available opportunity.
- Good inter-personal and communication skills.
- Previous experience in health care.
- NDIS Worker Screening Check.
- Current National Police Check and Working with Children's Check (If applicable).
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.

**To apply** for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached documents.

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

**Enquiries** about this role should be directed to Rebecca Durgadevi, Director of Nursing: Jacaranda Lodge Ph: (03) 5033 9400 or E: [rdurgadevi@shdh.org.au](mailto:rdurgadevi@shdh.org.au)

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*



<b>Position:</b>	<b>Health Care Worker (HCW)</b>
<b>Classification:</b>	IN37-IN39
<b>Department:</b>	Jacaranda Lodge
<b>Reports to:</b>	Jacaranda Lodge Director of Nursing
<b>Position Summary:</b>	<p>To provide support and standard care for the individuals residing at Jacaranda Lodge and to ensure a safe environment for individuals and staff.</p> <p>The position is suitable for</p> <ul style="list-style-type: none"><li>- Enrolled Nurse (EN) and Registered Nurse (RN) Student</li><li>-The candidate must agree to complete EN/RN course through SHDH sponsorship at the next available opportunity.</li></ul>
<b>Responsibilities:</b>	<p>Key Performance Indicators (KPI's) will be established between the HCW and the Director of Nursing to support the following accountabilities and duties:</p> <ul style="list-style-type: none"><li>• Provide high standard care to the individuals that met the Aged Care Legislation.</li><li>• Monitor the consumer and report any changes in consumer condition to the Registered Nurse in charge.</li><li>• Understand and comply with all Policies and Procedures of Swan Hill District Health.</li><li>• Provide a safe environment for individuals, staff, family and visitors to the facility.</li><li>• Maintain proactive and clear communication with all stakeholders.</li><li>• Committed to learning and developing their skillset to facilitate the best outcomes as required in this role.</li><li>• Participate as an effective and cooperative team member at all times.</li><li>• Perform all duties in a safe and responsible manner at all times.</li><li>• Ensure all the documentation related to care are completed to meet AN-ACC Guidelines.</li><li>• Ensure SHDH meets Aged care Quality Standards.</li></ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"><li>• Certificate III in Individual Support (Ageing) or equivalent</li><li>• Enrolled Nurse or Registered Nurse student.</li><li>• The candidate must agree to complete EN/RN course through SHDH sponsorship at the next available opportunity.</li><li>• Good inter-personal and communication skills.</li><li>• Previous experience in health care.</li><li>• NDIS Worker Screening Check.</li><li>• Current National Police Check and Working with Children's Check (If applicable).</li><li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li></ul>
<b>Salary/Award:</b>	Victorian Public Health Sector (Health & Allied Services, Manager & Administrative workers) Single interested agreement.
<b>First Nations:</b>	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.

<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility with adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>Take reasonable care for their safety and the safety of others while at work.</li> <li>Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.</li> <li>Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>Complete all Mandatory training requirements as identified and directed.</li> </ul>

	<ul style="list-style-type: none"> <li>Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b> <b>Current:</b>	March 2021, Feb 22, Jan 2023, August 2024 September 2025
<b>Managers Name:</b>	Rebecca Durgadevi
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



<b>Position Applying for:</b>	
<b>How did you hear about this vacancy?</b>	<input type="checkbox"/> Current Employee <input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Seek <input type="checkbox"/> Search engine <input type="checkbox"/> Social Media <input type="checkbox"/> SHDH website <input type="checkbox"/> Other, please specify.....

<b>First name:</b>		<b>Last Name:</b>	
<b>Date of birth:</b>		<b>Country of birth:</b>	
<b>Postal Address:</b>			
<b>Contact</b>	<b><u>Phone</u></b>	<b><u>Email</u></b>	

Are you of Aboriginal/Torres Strait Islander Origin?    ☐ No    ☐ Aboriginal    ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category?    ☐ Yes    ☐ No

Are you an Australian Citizen or Permanent Resident:    ☐ Yes    ☐ No    Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?    ☐ Yes    ☐ No

**PLEASE ATTACH VISA DETAILS AND/OR STATUS INFORMATION WITH YOUR APPLICATION**

### Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** –    ☐ Full Time    ☐ Part time    ☐ Casual    ☐ Fixed Term

Alternatively, please state availability:

### Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment?    ☐ Yes    ☐ No

If **Yes**, please provide details:

## Police Check & Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment. It is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Do you have a current Police Check?

☐ Yes (please provide) ☐ No, but I am willing to get one if my application is successful.

### Do you have a current Employee Working with Children Check?

☐ Yes (please provide) ☐ No, but I am willing to get one if my application is successful.

## Pre-existing Health & Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

### Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**Enquiries can be directed to:** Recruitment Services P: 03 5033 9499, E: [employment@shdh.org.au](mailto:employment@shdh.org.au)

The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Resume
- ☐ Qualification evidence or supporting documentation
- ☐ Visa Detail (if relevant)