

Position Description

POSITION TITLE **Personal Care Attendant (PCA)**

EMPLOYMENT STATUS Permanent Part-time

WORK LOCATION(S) My Choice

REPORTS TO Team Mentor

CLASSIFICATION Victorian Disability Services (NGO) Agreement 2023
All leave entitlements are in accordance with the National Employment Standards (NES) and as outlined in the agreement.

ORGANISATION

Company Overview

The Christie Centre Inc. is a highly respected disability service provider based in Mildura, Victoria. Established in 1954, Christie Centre Inc. is a local organisation providing group, individual support and employment services for individuals with disability through various services based on interests and needs with transition pathways for life long personal development.

Company Values

The Christie Centre Inc. is committed to constant service improvement requiring deliberate and sustained effort and a learning culture. The Christie Centre encourages a self-directed team approach, taking responsibility for required actions and following processes is important.

The Christie Centre's mission is to support people to have meaningful lives in their community. We aspire to grow through efficient delivery of person-centered services that meet the goals and needs of the individual. Our Four Pillars, along with our Vision, Mission & Values are the foundation that underpins and guides our strategic direction:

- Be a valued and preferred provider
Cultivate inclusive, flexible and accessible services that are valued and chosen
- Provide excellence in service and support
Promote independence, meaningful engagement and inclusion for people with disability, supported by a flexible and value-driven workforce
- Build on sustainability
Ensure our organisation is sustainable and offers value for money and opportunities for growth and development
- Advocate for community engagement
Engage and listen to people with disability and nurture meaningful lives without boundaries

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Responsible Area: HR		Review Date: Ad hoc

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POSITION PURPOSE

Position Summary

This position is primarily to provide high quality personal care support for participants who are attending the Christie Centre. This may be conducted on a 1:1 basis or with another member of staff to provide 2:1 supports where required.

This position will also be responsible for administration of medication daily and to provide mealtime assistance for participants where required.

Other housekeeping duties will be expected, such as laundry and restocking of consumables where required.

Qualification

Certificate III in Individual Support (or equivalent)

Qualified to administer Medication

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

The following key responsibilities are tasks that are expected to be performed by the personal care attendant during shift times.

Personal Hygiene

Supporting participants with personal care needs including;

- Continence support
- Showering support
- Grooming
- Dressing
- Laundry

Medication administration and management

Administering medication in line with company policies, procedures and legal requirements including;

- Administration of regular and PRN medications
- Complete required documentation

Meal time assistance

Provide meal time assistance as per participant support plans including;

- Prepare meals as per the participants support plan
- Support with enteral feeding, fluid thickening and supervision during meal times.

Mobility Support

Support participants individual mobility needs including;

- Pushing manual wheelchairs, guiding electric wheelchairs and assistance with walking or mobility aids.

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Advocacy and Engagement

- Advocate for participants needs and preferences
- Build positive relationships with participants and families and, colleagues, external providers and professionals.

The following key responsibilities are linked to the NDIS Standards (NDIS Quality and Safeguards Commission), pillars of growth, strategic direction and delivery model of the Christie Centre.

- Provide high quality support and care to participants
- Act ethically and in best interests of individuals accessing service
- Support communication and sensory needs of individuals
- Apply established standards and procedures
- Follow all care plans
- Ensure supports are researched, documented and meet individual goals
- Prompt notification to Team Mentor/Management and completion of incident reporting
- Attend supervision, team meetings and training as required

REQUIREMENTS, SKILLS & EXPERIENCE

Essential

- NDIS Worker Screening Check (State-based)
- Current National Police Check (minimum 3 months valid)
- Current Driver's Licence
- NDIS Worker Orientation Module (as directed in Induction process)
- Experience working in a support role
- Practical experience in delivery of services in the disability sector
- Treats others with dignity and respect
- Active listening skills
- Must possess good time management skills and the ability to work independently and in a team environment
- Good written and verbal communication skills
- Good skills in Microsoft suite and computers
- Flexibility

Desirable

- Enteral Feeding (PEG) and management experience
- An understanding of positive behaviour support principles
- Good knowledge of communication, emotional, physically and behavioural needs of people with disability

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ORGANISATIONAL RELATIONSHIPS

- Report directly to the relevant Team Mentor, takes direction regarding the programs and the direct support of participants.
- Works collaboratively with team members to provide supports to participants.
- Responsible for participants to whom supports are being provided.
- Liaise with specialist staff for additional support to meet participant needs.

AGREEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

.....
Name

.....
Signed

.....
Date