



kalyra

HARRISON  
McMILLAN

# Candidate Information Pack

## Personal Care Worker

### 2025

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It's different here



# It's different here

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Are you caring, compassionate and looking for more than just a job? At Kalyra, we're a community, a family and a choice to make a positive impact in people's lives.

For more than 130 years, our dedicated team has been supporting South Australians to enjoy life as they age. You can be right at the heart of our impact. You'll see the difference you make in every moment, big and small, and enjoy plenty of variety and the flexibility to fit your lifestyle.

At Kalyra, we help people comfortably maintain independence while easing into the next stage of their life, with Help at Home, Retirement Living, Affordable Living and Residential Aged Care services.

We believe that independence is not about where you live, but how you live. We understand the value of enjoying life as you age, and we treat our residents and community members with dignity and respect, so they can continue to enjoy life on their own terms.

## Locations

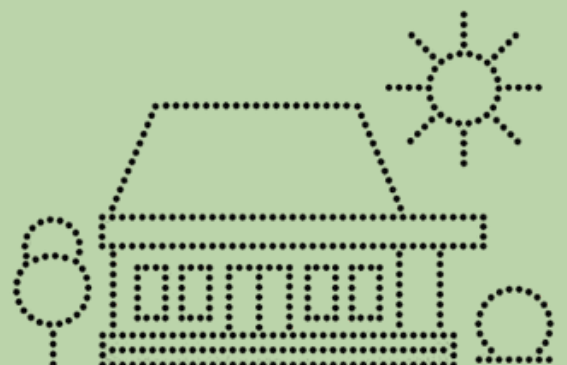
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Kalyra has six scenic retirement living properties at Belair, Belair Sheoak, Bellevue Heights, Woodside, McLaren Vale and McLaren Vale Vineyard.

Residential Aged Care Sites: Belair, Woodcroft and McLaren Vale.

Our award-winning Help at Home services stretches from Victor Harbor to Murray Bridge.

And Affordable Living programs at 5 sites across Adelaide, which support vulnerable people on a disability or aged pension who are homeless, or at risk of homelessness.



# Personal Care Worker



Are you searching for a rewarding pathway where you can thrive, develop and make a meaningful difference?

At Kalyra, our Personal Care Workers ensure the best possible quality of life for our aged care residents. By assisting residents with the activities of daily living, they create a safe, enjoyable and home-like environment where residents' comfort, independence and dignity are assured.

When you join one of Kalyra's three residential aged care teams, you'll be welcomed into a community of good-hearted, values-driven people who support you through every challenge and win.

With plenty of variety, flexibility to fit your lifestyle and opportunities to upskill and grow, you can create the life you want and a career you'll always be proud of.

## **What does a Personal Care Worker do?**

Our Personal Care Workers are dedicated to helping our residents enjoy safe, happy, enriched lives. They assist with daily routines, encouraging residents to maintain as much independence as possible. They also provide vital social and emotional support to enhance residents' wellbeing and nurture a strong sense of belonging.

## **A typical day can include:**

- Personal care, such as showering, grooming and dressing
- Assistance with mealtimes, housekeeping and laundry
- Help with social activities and special days
- Sharing a cuppa, lots of chats and plenty of fun activities

At every step, you will have the support of our kind and compassionate team, where you'll always find a listening ear and a helping hand when you need it.

## Our Residential Aged Care locations:

- Belair
- McLaren Vale
- Woodcroft

## Why become a Personal Care Worker at Kalyra?

Working in aged care is a rewarding career that will always be needed. Yet, it's different at Kalyra. More than a job, we're a community, a family and a choice to make a positive difference in people's lives.

We will be by your side through all the challenges and wins and support you to be the best you can be.

As a forward-thinking, future-focused organisation that continually seeks to improve and innovate for our customers and our people, there will always be opportunities for you to learn, grow and develop your career in the way you choose.

## Our Values

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### Caring

Daily acts of kindness



### Commitment

Here for the right reasons



### Building on strengths

Everyone gives value



### Enabling

Making it happen



### Community

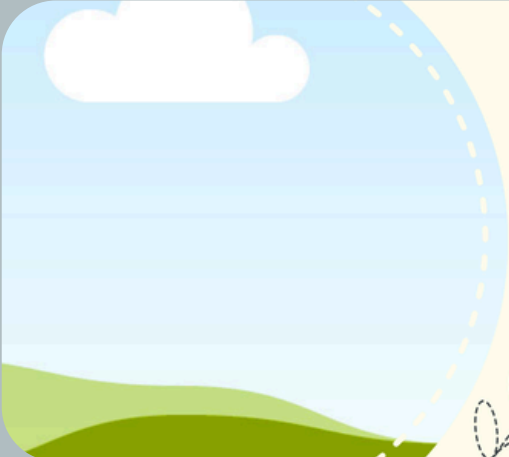
A community where each individual is recognised

## Where could a career at Kalyra take you?

Many of our people choose to be a Personal Care Worker for many years because of the variety, flexibility and positive impact they get to make. Yet at Kalyra, there are always opportunities to upskill, try new roles and expand your career with us.

Here are some of the other roles you could explore at Kalyra:


- Enrolled Nurse
- Registered Nurse
- Clinical Team Leader
- Residential Care Manager



“ My main goal has always been to help people, and I am very content to be able to do that here.

**At Kalyra, you're not treated like a worker - you are treated like family.**

Shawn, Personal Care Worker

It's different here  kalyra



# Benefits

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## **Benefits that make a difference**

At Kalyra, we're committed to making lives better - and that includes yours. As a Program Assistant, you will enjoy a range of meaningful benefits that make a positive difference in your life and career:



### **Genuine team culture**

A caring, supportive and dependable team culture with good-hearted people and leaders who genuinely value you for you



### **Great work-life balance**

Flexible working arrangements to support you and your family commitments



### **Salary packaging and not-for-profit benefits**

Increased take-home pay by up to \$15,899 with salary packaging, a tax-free meal and entertainment card worth up to \$2,650.



### **Learning and career growth**

Ongoing internal and external training opportunities, staff scholarship program to assist with training/education costs, mentoring and progression opportunities



### **Health and wellbeing support**

Employee assistance and wellbeing programs, including confidential counselling, free vaccinations, onsite physio and free entry to community events such as City to the Bay



### **Reward and recognition**

Annual "thank you" dinner, end-of-year celebration with a gift of appreciation, plus if you join our team and refer someone to join also, you could receive \$500





## People Stories

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### **‘You’re not treated like a worker - you are treated like family’**

For Shawn, Kalyra Woodcroft is more than a workplace - it's a community, a family and a place to belong. As a Personal Care Worker, Shawn treats each resident as he would his own loved ones. In return, he's given the same level of care, respect and support he needs to be his best at work and beyond. Find out how Shawn is making a meaningful difference in every moment, big and small, at Kalyra.

## The start of something special

When Shawn first stepped into Kalyra Woodcroft Residential Aged Care, he felt a flurry of excitement. His student placement with our team was a big step towards his goal of a career in aged care, but he was understandably a little nervous. However, the warm welcome he received quickly dispelled any uncertainty.

"From my first day, the team was very friendly and supported me a lot," Shawn says. "They showed me everything I needed to know and made me feel very welcome."

Inspired by our genuine commitment to enriching residents' lives, Shawn knew exactly where he wanted to start his career after completing his Certificate III in Individual Support (Ageing and Disability) in 2022.

"The care of residents is the most important thing at Woodcroft. I never considered going anywhere else.

**"My main goal has always been to help people, and I am very content to be able to do that at Kalyra."**

"I like that we are a multicultural team. I am from Sri Lanka and moved to Australia in 2018. I feel that even though we are from different backgrounds, we all work as one. We respect each other and enjoy learning about each other's cultures. At Kalyra, you're not treated like a worker - you are treated like family."

It's different here.

[Explore your career opportunity at Kalyra](#)



## **Genuine connections**

As a Personal Care Worker, Shawn provides residents with the utmost care. He assists with daily living tasks, such as showering, dressing, meal times and social activities, while ensuring residents maintain as much independence as possible.

Beyond this vital support are the genuine bonds Shawn creates with residents, which help nurture their wellbeing, dignity and sense of belonging.

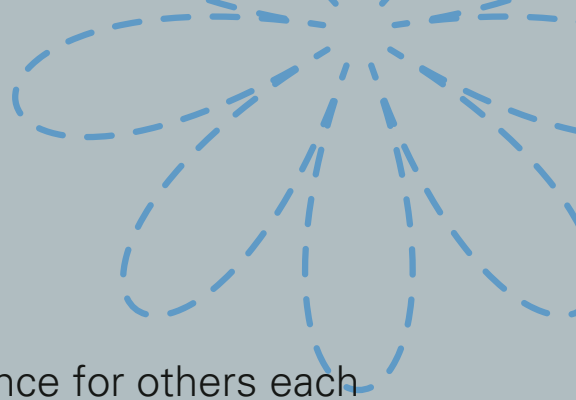
"I love spending time with residents. Because I am with them every day, I get to know their likes and dislikes. I go for walks with them, I am always having fun and making them laugh. They are like my family. Even when I go home, I'm thinking about them. If I have made them happy that day, I feel happy.

"We also have a very positive relationship with residents' families. I believe they trust us, and that keeps the staff motivated to serve the residents even better."

At Kalyra, Shawn has received specialised training so he can support residents in Woodcroft's Memory Support Unit - a safe, comfortable space that provides personalised care for people with varying degrees of cognitive and physical abilities.

Caring for people with the behavioural and psychological symptoms of dementia can be challenging. Yet, Shawn says that makes it even more rewarding.

"Working in the Memory Support Unit gives me a lot of satisfaction. Sometimes, residents might not be verbalising or showing much emotional connection, and then suddenly, they will look at my face or into my heart and ask me, 'Are you OK?' They can tell when I have some problem going on. They have that empathy - it brings tears to my eyes. It makes my day."



## **Support to be your best**

As Shawn strives to make a meaningful difference for others each day, he says Kalyra has made a positive impact on his life, too. He works four days a week so he can enjoy the rest of his time with his wife and young son and has the flexibility he needs when life throws one of its curveballs.

"I have a good work-life balance. If I need to go to an appointment, I just talk to my managers and it is never a problem. They are very approachable and always happy to chat and sort out any issue."

Would you like to join a good-hearted team that truly values you? Shawn says you'll find the support, opportunities and balance you need at Kalyra.

"If you want to have a friendly environment, good management and nice people around you, you will find that at Kalyra. I am very happy to be here."

A career that means more. A team that feels like family.

[Find your opportunity at Kalyra](#)



# Partnership

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Kalyra has partnered with Harrison McMillan to undertake a range of recruitment activities across their locations. With a range of roles from Registered Nurses and Personal Care Workers to Administration Assistants, Harrison McMillan is excited to work closely with the Kalyra team and pair them with like minded individuals that want to make a difference to people's lives.

Our experienced recruitment team is dedicated to finding the right people to work with Kalyra and positively contribute to their passionate team.

The recruitment process will involve a thorough screening exercise with a combination of phone, video and face to face interviews with a focus on qualifying suitable candidates through proof of qualification, certification and relevant experience.

If you are interested in speaking with the team about potential opportunities or if you have any questions, please contact the team via below: \.



**Jane Doyle**

08 7140 1917

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**Reena Parma**

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# Position Description

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**Reports to:** Clinical Team Leader/ Shift Leader

**Conditions:** JBMT Enterprise Agreement 2016

### **POSITION SUMMARY/UNIQUE CONTRIBUTION**

Deliver physical and personal care to residents in accordance with the care plan to facilitate comfort, privacy and dignity of the residents.

<b>Accountability</b>	<b>Authority</b>	<b>Tasks</b>
Deliver physical and personal care to residents	<ul style="list-style-type: none"> <li>To deliver the care in accordance with policies, procedures, standards and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Provide high standard services that support and assist residents to achieve maximum independence by meeting daily living and personal requirements within the care plan and with consideration of individual preferences.</li> </ul>
Communicate with resident stakeholders including, but not limited to, family members and appropriate health professionals.	<ul style="list-style-type: none"> <li>To advise stakeholders on matters relating to resident general wellbeing and day to day needs associated with personal effects and physical environment, referring clinical and/or care plan matters to nursing personnel</li> </ul>	<ul style="list-style-type: none"> <li>Support and assist in the provision of a clean, comfortable, safe and secure environment.</li> <li>Perform work in a legal and ethical framework following appropriate reporting mechanisms to meet duty of care requirements</li> <li>Provide appropriate support in the orientation of new employees including acting in the role of "buddy" to new employees as delegated.</li> <li>Contribute to overall care minutes (tasks and % of work) as per 5.29 Care Minutes procedure</li> <li>Communicate effectively and work collaboratively with all personnel, residents and their families.</li> <li>Participate in relevant in-service education sessions to maintain contemporary knowledge.</li> </ul>
Implementation of resident care plans for all residents in assigned unit.	<ul style="list-style-type: none"> <li>To communicate all changes in resident health status to nursing personnel.</li> <li>To gather resident information such as progress and exceptions and communicating them to nursing personnel.</li> <li>To determine own work schedule, provided resident needs taken into account and effective communication with all relevant parties occurs.</li> </ul>	<ul style="list-style-type: none"> <li>Complete administrative tasks, including resident record maintenance, accident/incident reporting, data entry, timesheets and employment forms, according to prescribed procedures, accreditation standards and deadlines, and legislative requirements.</li> <li>Undertake all relevant mandatory training and participate in professional and personal development to improve personal performance and teamwork, as well as the care and wellbeing of residents</li> <li>Comply with Kalyra Communities policies and procedures.</li> <li>Commit to the achievement of Kalyra Communities Vision and practise the organisation's Values.</li> <li>Other duties as required.</li> </ul>



Accountability	Authority	Tasks
<p>Maintain a safe working environment.</p>	<ul style="list-style-type: none"> <li>• To direct all staff to engage in safe work practices</li> <li>• To cease work/activity immediately if that work is in breach of safety policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of, and work safely in, all aspects of Fire, Emergency and Safety, Manual Handling and work health and safety and injury management issues.</li> <li>• Take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.</li> <li>• Comply with statutory and organisational requirements, procedures and rules to protect the health and safety of all people at the workplace including the utilisation of appropriate equipment, effective and timely reporting and ensuring you are not affected by alcohol or other drugs which are likely to endanger yourself or others</li> </ul>

**ESSENTIAL MINIMUM REQUIREMENTS****1. Educational/ Vocational Qualifications**

- Certificate III Aged Care and/ or previous experience providing personal care to elderly people

**2. Personal Abilities/ Aptitudes/ Skills**

- Understanding of the ageing process
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Ability to read, write and communicate clearly in English
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Commitment to maintaining confidentiality
- Commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Ability to comply with safe work practices and food safe handling practices
- Commitment to professional development and identifying opportunities for service improvement
- Good organisational and time management skills including the ability to establish priorities and plan work
- Ability to work effectively within a team environment and to work without close supervision, exercising some initiative and recognizing times when matters require referral to the appropriate supervisor
- Ability to plan work and establish appropriate priorities.
- Basic ability to effectively resolve conflict situations and deal with difficult people.
- Basic problem solving skills.
- Basic computer literacy

**3. Experience**

- Experience in providing care to elderly people in a residential care environment

**4. Knowledge**

- Knowledge of health issues relevant to the elderly

**5. Health**

- All vaccinations for influenza, COVID-19 and other viruses as recommended or mandated from time to time by ATAGI (unless approved medical exemption gained).

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_