

Position Description – Home and Community Care Worker

Part Time (20 hours a week)

Qualifications

- Demonstrates a genuine interest in supporting the elderly person living in the community
- Demonstrates an acceptable level of Language, Literacy & Numeracy Skill
- Current Police Check
- Working with Children Check
- A current Victorian Drivers Licence
- Access to a roadworthy vehicle with Comprehensive Insurance Coverage
- Satisfactory Functional Assessment

Summary of Role

- To provide high quality environmental care & personal assistance to clients. Provide such support in order to maintain the client's quality of life at home & prevent premature/inappropriate institutionalisation.
- To monitor the well being of clients and report any changes in their health or circumstances to the Area Team Leader
- To provide practical assistance in a manner that promotes the independence & dignity of recipients

Hours of Duty

- Minimum of 13 hours per week- to a maximum of 38 hours per week

General Role and Responsibility

Household/ Environmental Maintenance

- To undertake physical environmental maintenance tasks (i.e. housekeeping tasks) requested and assessed as necessary to maintain a safe, secure & hygienic living environment inside & where appropriate outside the recipient's home including:
- Housework including; sweeping and mopping, vacuum cleaning floors, cleaning bathroom and toilet, cleaning kitchen floors and surfaces, bedmaking may include changing of bed linen, ironing, sewing, watering plants etc.
- Laundry including hanging and folding of clothes
- Meal Preparation

Personal Assistance

Tasks as necessary to maintain an effective functioning of the household & the health & quality of life of the client, such as:

- Shopping
- Payment of bills/banking
- Assistance with filling out forms
- Supervision of the client while showering, toileting etc
- Assistance with eating when no medical or mechanical intervention or assistance is required
- Social contact & companionship
- Encouragement & motivation

General

- Establish a working relationship with the client/family and respond to their needs within the agreed guidelines
- Enhance the confidence & self esteem of clients & families by listening & demonstration interest
- Report to the Area Team Leader any concerns regarding the client/family receiving the service or additional unmet needs.
- Maintain the strictest confidentiality regarding clients/families at all times
- Observe all safety & accident preventive procedures as per supervision & training
- Ensure that the culture values & beliefs of all participants, including those from a non-English speaking background are respected
- Maintain excellent public relations on all occasions & ensure that persons with whom you are dealing receive adequate, prompt & courteous attention
- Participate in Service Training Programs as appropriate
- Participate in case consultations with the Home Support staff, Area Team Leader, Assessment staff & other professionals as requested
- Attend meetings/supervision's meetings as required
- Adhere to the duty hours & timetable for each recipient as determined by the Area Team Leader
- Accurately complete time sheets on a weekly basis & submit on a weekly basis to the Area Team Leader
- Report any accidents or breakages of household goods or property to the Area Team Leader

Workplace Health & Safety (WHS)

Actively participate in Organisational WHS Policies for safe working procedures in accordance with:

- Instruction, induction and information provided by team leaders
- Be aware of maintenance of and safety procedures for all equipment used
- Report hazards, incidents, near misses and or injuries to your team leader immediately and complete relevant forms accurately and within 24 hours of occurrence
- Handle chemicals safely and as per manufacturer's instructions and organisational guidelines
- Utilise Safety switches as per Organisation Policy and Procedure when using any electrical equipment.
- Observe hand washing as a standard infection control precaution
- Wear gloves as per the Organisations Policy's & Procedures