

YARRIAMBIACK SHIRE COUNCIL

POSITION DESCRIPTION COMMUNITY CARE WORKER

POSITION IDENTIFICATION

POSITION:	Community Care Workers
DEPARTMENT:	Community Services
AWARD CLASSIFICATION:	2A
DATE APPROVED:	January 2014
APPROVED BY:	Chief Executive Officer

1 POSITION OBJECTIVE

Provide practical assistance to clients with a range of quality home support services for the frail, aged, adults and children with a disability and or their carers to promote independence, social participation and enhance quality of life with dignity.

2 KEY RESPONSIBILITIES AND DUTIES

General Assistance

Undertake domestic assistance which may not be restricted to:- vacuuming and washing floors, cleaning bathrooms and toilets, washing and ironing, making and remaking beds of the clients, preparation and cooking of meals and other tasks the client has been assessed necessary to maintain a safe hygienic environment.

Encourage the principals of the "Active Service Model" by engaging clients where assessed, in participation of household tasks.

Provide personal assistance in the home or community including payment of bills, collection of prescriptions, banking, reading/writing of letters, and transporting, assist with meal preparation and monitor client's nutritional needs.

Deliver Meals on Wheels and assist with Centre Based Meals when required.

Assist the client in the learning of new skills or the relearning of old skills necessary to maintain quality of life and independence at home and in the community.

Be able to work with people who come from culturally diverse backgrounds.

Ensure that all information relating to clients, and the service they receive, remains **CONFIDENTIAL**.

Strictly adhere to the allotted hours and Client care plan for each client as assessed by the Assessment Officer. It is the responsibility of the Community Care Worker to keep a check on the care plans and notify the Office of any concerns and/or changes.

Respite Care Services

To provide respite care which meets the assessed needs of both the care recipient and their usual carer. Respite may be provided within the client's home and/or a community setting.

This may involve out of normal hours care, overnight / 24 hour care and/or transporting clients.

Personal Care Services (only relevant to qualified staff)

Provide supervision and assistance with hygiene and personal tasks such as, dressing and undressing, bathing, grooming, eating and drinking, toileting.

Provide assistance with mobility such as, morning and evening routines, transfers, prescribed exercise / therapy programs.

Assistance with medication monitoring.

Assistance with fitting of stocking, aids and other appliances.

Adhere to the Council's personal care protocols.

Monitor each client's condition and report client progression/ regression to the Aged & Disability Services Co-ordinator.

You maybe required to provide support to Children with disabilities and their families who have specific needs through performing the following tasks:

- exercise therapy
- fitting of personal appliances
- bathing, dressing and feeding
- preparing special diets,
- escorting duties
- emergency first aid
- respite

3 RISK AND OHS MANAGEMENT / STAFF AUTHORITY AND RESPONSIBILITIES

The following authorities and responsibilities are assigned to the levels of management and staff as shown and are based on those in the Occupational Health & Safety Act 2004.

Employees - Occupational Health and Safety

- Comply with all Risk and OHS Management procedures and requirements.
- Work safely and not place at risk the health and safety of other employees, contractors, volunteers or the general public.
- Visually monitor and report risk and safety management issues to your relevant Supervisor or Manager. Assist your Supervisor or Manager to rectify risk and safety issues to make the workplace/worksite safe.
- Ensure asset related damage, hazards or potential hazards are reported to your manager, supervisor or OHS representative.
- Encourage other employees to consider safety factors within the working environment.
- Attend Risk and OHS compliance training as directed.
- Be an active member of your OHS designated working group. Show commitment to risk and safety through participation in formal and informal discussions/ meetings on risk and OHS issues.
- Cooperate with your employer and fellow employees with respect to any action taken by the employer to comply with the OHS Act.
- Attend safety meetings, tool box meetings and safety training as directed by your Supervisor or Manager.

Council Assets Responsibilities

Take reasonable care of any council property or assets that you may use, have access to, or have overall responsibility for. Record and report to your Supervisor/Manager, any damage or potential for damage, to property or assets that you may use, have access to, or overall responsibility for. This may include risks such as accidental fire, arson, storm, flood or security.

4 ORGANISATIONAL RELATIONSHIP

Reports to:	Aged & Disability Services Co-ordinator
Internal Liaison:	Community Care service staff
External Liaisons:	Recipients and their carers General Practitioners District nursing staff Case Managers Staff of other service agencies, shops, banks & general public

5 ACCOUNTABILITY

Under the direction of the Aged & Disability Services Co-ordinator to provide high quality home based assistance to customers.

Report on activities of the position on a regular basis or as required on matters of concern.

Be accountable for the quality and timeliness of work, and care of customer's assets.

Ensure the safety and welfare of all dependent clients whilst in your care.

6 EXTENT OF AUTHORITY

Undertake tasks listed under the key responsibility areas and as directed by the Aged & Disability Services Co-ordinator.

Take appropriate action in an emergency.

7 JUDGEMENT AND DECISION MAKING

Resolve problems relating to work tasks.

Make decisions about how work will be performed.

Make decisions about client and employee safety.

Guidance and advice are available from Community Services staff.

8 SPECIALIST SKILLS & KNOWLEDGE

Housekeeping skills, including safe and competent use of household equipment.

Personal care skills and experience.

Understanding of the issues associated with ageing and disability and their carers.

Experience/skills in day to day care of people with dementia.

Good knowledge of general first aid.

9 INTERPERSONAL SKILLS

Skills in managing time and ability to work to a roster.

Ability to identify and report hazards in the work environment.

Good oral and written communication skills.

Ability to discuss and resolve problems by consulting with the client and Aged & Disability Services Co-ordinator.

The ability to gain confidence and/or co-operation from client

The ability to work as part of a team and offer support to other team members.

Ability to provide support and comfort and to monitor the emotions and behaviours of the aged and frail, to maintain their health and safety.

10 QUALIFICATIONS AND EXPERIENCE

Certificate III in Community Care or Aged Care

Certificate IV in Community Services

Current Victorian Drivers Licence

Current Victorian Police Check

Must be contactable by phone

Working With Children Card desirable

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described and outlined in this document. All staff are expected to demonstrate behaviours that align with Yarriambiack Shire Council core values and Employee Code of Conduct.

I AGREE THIS POSITION DESCRIPTION REFLECTS MY CURRENT DUTIES AND RESPONSIBILITIES.

Signed

Date :