

<b>Position Description</b>	<b>Care Worker</b>
<b>Social Community Home Care and Disability Award 2010 Classification</b>	Home Care Employee
<b>Reporting to</b>	Care Worker Supervisor

#### **THE SCOPE AND PURPOSE OF THE POSITION:**

To provide in home support to consumers following the Home and Community Care guidelines

#### **KEY RESPONSIBILITIES:**

- 1) Provide a range of personal care tasks as outlined within the person-centred plan, which enables the consumers to maintain their desired standards of personal care, hygiene and independence within their own home in accordance with the organisational protocols and procedures.
- 2) Assist the consumer, as determined by the consumer's person-centred plan, with household/environmental tasks which are prioritised in relation to the personal care and support functions in accordance with organisational protocols and procedures.
- 3) Maintain accurate, factual records as required, in addition to monitoring and reporting the consumer's (changing) needs according to service protocols and procedures.
- 4) Undertake a range of domestic/household assistance and personal care tasks, and other associated activities as determined by the consumer's person-centred plan, to assist the consumers with daily living requirements, ensuring the cleaning of the house areas regularly used by the client. These include bathrooms, toilets, kitchens, laundries, living areas and bedrooms, making of bed(s) and hanging out / bringing in washing in accordance with the organisational protocols and procedures.
- 5) Ensure assistance to recipients, as determined by the person-centred plan, through social support and monitoring which enhances family and community interaction.
- 6) Comply with CareWays Work Health and Safety (WHS) policies and procedures with respect to any action taken by CareWays to comply with its requirements under WH&S legislation.
- 7) Report any issues experienced during service to the Community Care Team.
- 8) Take reasonable care for your own health and safety and for the safety of others who may be affected by your behaviours or omissions whilst in the workplace.
- 9) Maintain and improve any equipment, standards or procedures provided in the interest of health, safety and welfare in pursuance of any provision of the WH&S Act or WH&S Regulation(s).
- 10) Attend team meetings and training sessions to maintain professional standards.
- 11) All other reasonable duties as directed.

## **SELECTION CRITERIA**

### **Essential**

- Certificate III in Home and Community Care or equivalent qualification
- Current drivers' licence
- Current First Aid Certificate

### **Skill Requirements**

- Ability to prioritise time and organise work according to directed tasks.
- Demonstrated ability to maintain confidentiality and privacy.
- Ability to undertake repetitious, physically demanding tasks.
- Willingness to undertake further training in the field.
- Basic administrative skills in completion of timesheets, travel records, record keeping and related correspondence.
- Ability to communicate effectively and empathically with consumers
- Ability to work without direct supervision, but within directed framework.
- Ability to cooperate and communicate with the Support Worker Supervisor and other staff.
- A willingness to adhere to towards CareWays standards, protocols, policies and procedures and continuous improvement strategies.

### **Experience Requirements**

- Previous experience in a similar role.

### **Knowledge Requirements**

- Ethics
- Empathy
- Knowledge of Disability/Aged care standards

### **Equipment Requirements**

- A reliable vehicle
- Smart Phone

### **Desirable Criteria**

- Working within community environment
- Ability to speak a language other than English

## **EXPECTATIONS**

To display informed affinity with the vision, values and mission of CareWays Community

### **Additional Information**

CareWays has a smoke free environment policy for all property and motor vehicles.

<b>Name:</b> <b>Signed by Employee:</b>	<b>Name:</b> <b>Signed by Supervisor:</b>
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