***POSITION DESCRIPTION***

1. **POSITION DETAILS**

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| Position: | Support Worker |
| Directorate: | Corporate & Community Services |
| Department: | Narrogin Regional Homecare |
| Position classification: | Level 3 |
| Employment type: | Casual/Part Time |
| Location: | Narrogin Shire/Wheatbelt Region |

1. **ORGANISATIONAL RELATIONSHIPS**

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| --- | --- |
| Responsible to: | Manager Community Care Services |
| Supervision of: | Nil |
| Internal and External Liaison: |  |
| Internal | Manager Community Care Services |
|  | Client Services Officer |
|  | Day Services Officer |
|  | Administration Officers |
|  | Other Homecare Support Staff |
|  | All other Shire of Narrogin Staff |
|  | Volunteers |
| External | Clients |
|  | Carers |
|  | Families |
|  | Other Service Providers |

1. **POSITION OBJECTIVES**

* Provide home care services to aged people and people with disability for Narrogin Regional Homecare.
* Work within a team environment to ensure that services are delivered efficiently in accordance with the client’s care plan.
* Deliver services within program guidelines and within the philosophy and policies of the Shire of Narrogin.

1. **KEY DUTIES / RESPONSIBILITIES**

* Provide home care support services to aged people and people with disability and their careers.
* Carer/family in accordance with the Worker Diary/Care Plan.
* Ensure that care is provided according to all relevant Policies, Procedures and Regulations.
* Complete all documentation as required.
* Attend staff meetings and training as directed by the Manager.
* Ensure that the client’s ethnicity, religious beliefs and culture are regarded and respected in all situations.
* Assist with meal/ snack preparation in accordance with the Worker Diary/Care Plan.
* Undertake shopping, banking, and correspondence or accompany and support clients shopping, banking or to medical appointments etc. in accordance with the Worker Diary/ Care Plan.
* Undertake a range of cleaning tasks in accordance with the Worker Diary/Support Plan.
* Provide respite opportunities to relieve the regular carer(s) as directed.
* Provide social support as directed.
* Assist with a range of basic personal care tasks in accordance with the Worker Diary/ Support Plan.
* Encourage and promote client independence, wellness, enablement and coping mechanisms.
* Ensure Material Safety Data Sheets are accessible at all times when using chemicals.
* Maintain vacuum cleaners, empty and clean daily.
* Monitor client service needs and ensure any changes are reported immediately.
* Collect fees where applicable.
* Assist with laundry duties at Jessie House as required.
* Assist with cleaning vehicles at Jessie House as required.
* Assist with the cleaning tasks at Jessie House as required.
* Report identified hazards that may pose a risk to employees or clients or the public.
* The safe transportation of clients.
* Other duties as directed.
* Provide feedback on clients’ progress and on appropriateness of care plans to Client Services Officer on a regular basis with Wellness consideration.

1. **SELECTION CRITERIA**

**Qualifications:**

* Certificate lll in Home and Community Care or equivalent or progress towards completion.
* Appropriate on the job training.
* “C” Class driver’s license.
* “F” endorsement on driver’s license.
* Current Senior First Aid Certificate or willingness to attain certificate.
* An understanding and awareness of Occupational Health and Safety, Manual Handling Principles and Duty of Care (Desirable).

**Experience:**

* Experience working with aged people and people with disability.
* Awareness of ethical issues relating to confidentiality of information.

**Skills:**

* Good communication skills.
* Effective time management skills.
* Demonstrated ability to work in a team environment.
* Demonstrated ability to work unsupervised.

**Knowledge:**

* Awareness of issues relating to aged people and people with disability.
* Awareness of ethical issues relating to confidentiality of information.
* An understanding and awareness of Occupational Health and Safety, Manual Handling Principles and Duty of Care (Desirable).

**Physical Requirements:**

* Physical fitness is required.
* Bending, lifting, standing and other various activities must be performed.

1. **EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgment within clearly established Policies, Procedures and Guidelines.

1. **OHS REQUIREMENTS**

* Follow all Occupational Health and safety guidelines, policies and procedures. Follow all Occupational Health and safety guidelines, policies and procedures.
* Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
* Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.