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| <b>Position title</b>                      | Community Support Worker   |
| <b>Position holder</b>                     | Vacant   |
| <b>Program</b>                             | Community and In-Home Assist   |
| <b>Funded by</b>                           | Commonwealth and State Departments   |
| <b>Based at location</b>                   | Horsham, Stawell or Ararat   |
| <b>Responsible to</b>                      | <ul style="list-style-type: none"> <li>• Senior Response Officer</li> <li>• Program Leader Community Assist</li> <li>• Manager Community and In-Home Assist</li> </ul> |
| <b>Direct reports</b>                      | <ul style="list-style-type: none"> <li>• None</li> </ul>   |
| <b>Award</b>                               | Social, Community, Home Care and Disability Services Industry Award 2010   |
| <b>Classification</b>                      | Home Care Employee – Level dependent on qualifications and experience  |
| <b>Hourly rate</b>                         | \$24.76 to \$33.23   |
| <b>Status</b>                              | Part time/Casual (Casual +25% casual loading on hourly rate)   |
| <b>Hours per week</b>                      | As per contracted hours  |
| <b>PD last updated and approved by CEO</b> | January 2023   |

### Position summary

The Community Support Worker is responsible for delivering home care, personal care and respite services according to the client's care plan. Assistance includes a range of practical, basic household tasks for older people, people with disabilities, their families and carers to promote independence and enhance the client's quality of life.

### Key responsibilities

1. Work with clients on a one-to-one basis and assist with appropriate tasks that have been agreed with the client.
2. Perform a range of practical, basic household tasks for frail older people, people with disabilities and their carers to promote independence and enhance their quality of life including:
  - Work with clients to undertake a range of cleaning tasks the clients are no longer able to complete
  - Maintain a safe hygienic living environment
  - Undertake a range of cleaning tasks.
3. Undertake a range of personal assistance tasks and other associated assessed activities as detailed in the care plan to assist clients or the family unit with daily living requirements including:
  - Assist with meal or snack preparation based on nutritional requirements
  - Escort client to locations approved within the care plan such as shopping, doctor appointments or leisure activities including planned activity group programs]
  - Assist with client bathing, sponging or showering
  - Assist with mobility such as getting out of bed, transferring to a commode or wheelchair
  - Assist client with self-monitoring of medication

- Assist with development of prescribed exercise programs.
  - 4. Undertake as determined by the care plan a social support and monitoring role to:
    - Encourage and promote client independence and coping mechanisms
    - Monitor client circumstances and needs and ensure changes or concerns are reported immediately
    - Assist with recreational activities such as reading as appropriate to the client's preferences'
    - Encourage client participation in all tasks as appropriate to assist the client to maintain their independence.
  - 5. Act in accordance with relevant codes of conduct.
  - 6. Other duties commensurate with current skills, competence, training and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
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### Key selection criteria

#### Qualifications

- Certificate 3 in Home & Community Care (inclusive of Personal Care and Medication modules), or
- Certificate 3 in Aged Care, or
- Certificate 4 in Disability, or
- Certificate 3 Personal Care, or
- Recreation, Leisure, Activities, Diversional Therapy

#### Mandatory

- Minimum Certificate 3 qualification
- First aid qualification

#### Desirable

- Knowledge of Home and Community Care Guidelines
- At least six months experience working in Aged Care, Disability, Home and Community Care.
- Social Welfare, Community Service and Certificate 4 in Mental Health.
- Full COVID-19 vaccination status (including booster).

#### Demonstrated skills and experience

- Ability to maintain consumer confidentiality and a clear understanding of rural confidentiality issues.
- Ability to effectively meet goals, targets and priorities; plan and manage time and satisfactorily achieve objectives within a timetable
- Ability to solve problems efficiently and effectively.
- Ability to communicate effectively and empathetically with clients.
- Ability to work without direct supervision, but within directed framework.
- Ability to prioritise time and organise work according to directed tasks.
- Demonstrated observation and reporting skills.
- Flexibility and compatibility in providing non-judgemental support to meet a wide range of assessed needs.
- Ability to undertake repetitious, physically demanding tasks.
- Knowledge and use of computer software, including Microsoft Office and the Internet.
- Verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

## Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Employee Working with Children Check
- NDIS Worker Screening Check

## Personal attributes

- Empowering
  - Inclusive
  - Professional
  - Courageous
  - Compassionate
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## Conditions of employment

This position is ongoing and is subject to successful completion of a six-month probationary period

And requires the following checks:

- Satisfactory police check
- Employee Working with Children Check
- NDIS Worker Screening Check

**Note:** Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

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## Required training

- Sentrion online learning management system courses as required
  - First Aid/CPR
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## Employee acceptance of position:

Employee signature

Vacant

Date

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