

Position Overview

Position Title:	Home Support Worker (Casual/Part Time)
Department:	Primary Care
Classification	CW11
Enterprise Agreement:	Public Health Sector (Health & Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 – 2020
Reports to:	Home Support Team Leader

About Us

The Yarram and District Health Service (YDHS) is based in Yarram, 220 kilometres south-east of Melbourne on the South Gippsland Highway in rural Victoria. Yarram is 73 kilometres south-west of Sale and 62 kilometres south-east of Traralgon.


We provide our community with Acute Inpatient services, Dialysis, Urgent Care, Aged Care, Respite Care, Primary Health, Community Services and an Integrated Health Care Centre. Our consumers and community are at the core of every decision we make.

Our employees are considered 'Caregivers' and everyone contributes to the overall healthcare and consumer experience. We want to attract and retain the best employees to provide an exceptional service to our community, promote and develop opportunities for local people and embed a culture that encourages innovation, leadership and collaboration. We are committed to working together and providing one service, irrespective of disciplines. YDHS is committed to the safety of all, including children.

Our **vision** is for YDHS to be a respected and caring partner in a strong community. Our **mission** is to work with our community and our partners to improve health and wellbeing. We live by our values - **I.C.A.R.E: Integrity, Collaboration, Acceptance, Respect, Enthusiasm.**

Position Overview:

The Home Support Worker will be responsible for providing individualised home support services that enables clients to remain active and safe in their home and community.



Responsibilities:

Operational

- Provide assistance to clients in their homes with tasks as set out within the Care Plan. This can include but is not limited to personal care, household cleaning or respite care.
- Establish and maintain professional relationships with clients, care givers and staff.
- Enhance the independence and skills of clients and caregivers.
- Deliver care in accordance with the current Care Plan while using wellness and reablement principles.
- Follow policies and procedures regarding safety while working alone in the community.
- Maintain client records in accordance with the requirements of the Law, the Department of Human Services and Health Service policies.
- Attend team meetings for both administration and client-based discussions.
- Participate in quality improvement activities within the health service, under the framework of the Aged Care Quality Standards.

Professional Development

1. Participate in regular performance appraisals.
2. Be responsible for your own professional development.
3. Participate in internal training and development activities.

Professional Behaviour

- Uphold the client's rights to privacy, confidentiality, autonomy, dignity and safety at all times.
- Work within the scope of your role and escalate concerns.
- Act in a professional manner and demonstrate a high degree of personal integrity.

Personal Behaviour

- The ability to work independently.
- The ability to monitor and continually improve own performance.
- The ability to manage time effectively.
- Demonstrate good written and verbal communication skills.
- Proficient computer skills in Microsoft Office, including Outlook.
- The ability to work collaboratively and function as part of a health care delivery team.

Standard Position Requirements:

1. Quality Management

Development and maintenance of a quality service through the:

- A. Application of professional standards.
- B. Comply with the policies and procedures, practices and organisational goals and objectives of YDHS and the Unit.

2. Occupational Health and Safety

- A. Adhere to relevant statutory legislative and Health Service policy requirements to ensure that work and services are provided in a safe manner at all times.
- B. Ensure a safe environment exists for clients, staff and members of the public.
- C. Report any untoward incidents or hazards by completing an incident/hazard report and informing the appropriate manager and staff.
- D. Comply with the Occupational Health and Safety policies and procedures.

3. Risk Management

- A. Contribute to the development and maintenance of YDHS Risk Management Framework.
- B. Apply the framework to identifying, evaluating and minimising risk exposure for YDHS.

Key Selection Criteria:

1. Commitment to the YDHS Values of Integrity, Collaboration, Acceptance, Respect and Enthusiasm.
2. Demonstrated ability to effectively work in the home environment with minimal supervision.
3. Knowledge of the care needs for older clients and the needs of those with a disability.
4. Demonstrated ability to undertake a wide range of household and personal care tasks.
5. Proven capacity to communicate respectfully and effectively with a wide range of clients and other staff.
6. Sound computer skills to undertake mandatory training.

Relevant Information:

YDHS is responsible for employing and contracting applicants who meet stringent community and public sector expectations. Applicants shall be required to provide and maintain:

- An original National Police Record Check completed within the last 12 months prior to commencement.
- An Employee Working with Children Check if required for the position.
- Relevant professional registrations.
- Complete a Pre-Existing Injury Declaration Form and undergo any other relevant checks, education or licencing as directed at their own cost.
- A current Victorian Driver’s License.
- Provide evidence of Covid-19 vaccine.

Employee Agreement:

I have read and understand the above Position Description and acknowledge this reflects in general the duties, responsibilities and accountabilities of this position, and other duties may be required to successfully perform my duties.

I am committed to the YDHS vision, mission, values and strategic plan.

Employee name: _____

Employee signature: _____

Directors name: _____

Directors signature: _____

Date: ___/___/___

Version Control: _____

Written: 14/05/2009, 13/04/2012, 20/05/2016, 29/05/2019, 29/01/2020

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