

Mampu Maninja-kurlangu Jarlu Patu-ku
YUENDUMU OLD PEOPLE'S PROGRAMME
JOB DESCRIPTION

Senior Aged Care and Services Worker

Purpose of Position

This position works to:

- effectively deliver care, meals and domestic outreach service to clients of Yuendumu Old Peoples Programme.
- provide and maintain a safe, high quality service that focuses on the wellbeing and cultural comfort of the clients.

Organisational Relationships

This position takes direction from and reports directly to the Care and Service Manager and as required to the Administration and Finance Manager.

Position Duties and Responsibilities

Care:

- Deliver personal care services and support to identified clients, either at the facility or living in community.
- Attend to Client inquiries.
- Monitor and report client, family and/or community issues to the Manager.

Meals:

All food prepared will be nutritional and meet the special needs of clients i.e. diabetic, vegetarian, renal diets etc.

- Assist plan, cook and deliver meals for all clients.
- Assist order food and supplies for the clients' meals.
- Assist manage food and kitchen supplies.
- Maintain hygiene and cleanliness of food preparation & storage areas.

Laundry:

- Assist with the provision of laundry service for identified clients.

Staff:

- Work cooperatively, collaboratively and effectively with others as part of a supportive team.
- Work with others to complete tasks.
- Assist train and mentor new and/or junior workers.
- Participate in planning weekly schedules for the delivery of care and services.
- Work in consideration of cultural sensitivities and protocols.

Administration:

- Assist collect, record and maintain accurate daily service data, records and documentation.
- Compile reports as required.
- Assist in answering phones and respond to client and/or service delivery enquiries in a timely manner.
- Attend meetings as required.

Cleaning:

- Participate in regular cleaning tasks to maintain the cleanliness, hygiene and tidiness of all areas of the care facility (including offices, outside areas, kitchen, laundry, bathrooms and toilets, equipment and furniture).
- Participate in the scheduled deep cleaning of specified areas of the facility.

Transport:

- As required provide transport services to identified clients.

As Required

- Monitor and report all client/family/community Aged Care issues to the Manager.
- Participate in training programs.
- Perform other duties as directed by the Care & Services Manager to assist fill service delivery gaps, to ensure the smooth running and effective delivery of YOPP's Aged Care services.
- Some 'out of hours' work is required. This includes but is not limited to participating in the provision of 24 hr / 7 day availability for emergency care needs of clients. (Fulfilling the weekend and afterhours 'on call' roster is a shared responsibility with other key positions. The On-call YOPP worker will remain in community and be available and fit for duty at all times of being rostered on-call.)

Other:

- Maintain OH&S practices across all areas of work.
- Comply with all Policies and Procedures of YOPP.
- Participate in Quality Improvement processes.
- Participate in self-appraisal.
- Follow the philosophical and mission statement of the organisation.
- As required provide support that enables clients to participate meaningfully in their cultural activities and meet ceremonial obligations.
- Assist plan & ensure personal care services are provided to identified clients living in the community.
- Attend meetings as required.
- Contribute towards ensuring that the environment is culturally appropriate.
- Assist with maintaining YOPP assets.
- Model professional behaviour.

Authority and Accountability

- Ensure confidentiality of information.
- Manage own work outputs.
- Apply decision making skills in relation to own work tasks.
- Use established procedures.
- Assist manage resources within area of duties.
- Meet key performance indicators within work area.
- Maintain a safe working environment.

Personal qualities

- Commitment to caring for the frail elderly and or the disabled
- Sensitivity to the needs of clients
- Respect the elderly and disabled
- Ability and willingness to work as part of a team
- Reliable
- Honest
- Motivated
- Ability to work with without supervision
- Exercise professional judgement
- Flexibility to adapt to new situations as they arise
- Possess a sense of humour
- Ability to be resilient in the face of unexpected changes and set backs
- Ability to communicate effectively and behave appropriately at all times
- Physical ability to perform the duties of the position

Occupational Health & Safety

Contribute to the organisations Occupational Health Safety and Welfare Policies programs by:

- Meeting the requirements of the organisations Occupational Health Safety and Welfare policies and programs
- Participating in OHS&W training programs as required.

A current satisfactory police records check is required to be supplied for the continuance of this position.

Duties and responsibilities for this position should not be considered definite. Duties may be added, deleted or modified, in consultation with staff, as necessary. Job Descriptions and staff performance will be reviewed regularly.

EMPLOYEE:

MANAGER:

Signed:.....

Signed:.....

Name:.....

Name:.....

Date:.....

Date:.....