

## POSITION DESCRIPTION

---

<b>Position Title:</b>	Support Worker – Angus Martin House
<b>Reports to:</b>	Site Manager
<b>Supervising:</b>	N/A
<b>Liaises with:</b>	Angus Martin House staff members and residents
<b>Location:</b>	Angus Martin House 382-384 Nepean Highway, Frankston
<b>Classification:</b>	Wintringham EBA
<b>Hours:</b>	Part Time

### About Wintringham

Wintringham provides affordable and high quality housing, support, aged care services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless. Angus Martin House provides supported accommodation for 45 residents.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

### Position Summary

#### **Objectives of the position are to:**

- Provide quality services in a manner, which maintains and enhances the independence of residents and maximises their lifestyle options
- Ensure all residents are provided with a secure, friendly environment where individual choice and decision-making are encouraged
- Contribute to the ongoing development of a non-institutional model of care in line with the philosophy and objectives of Wintringham
- Work in partnership with clients and residents to achieve mutually agreed outcomes. It is expected that staff will modify their approach to suit the needs of the individual and maintain a harmonious relationship with clients and residents whenever possible



## **Responsibilities/Duties**

### **Resident Care and Support**

- Provide support to residents as set out in support plans in areas such as personal care, housekeeping and other activities of daily living
- Provide emotional support to residents
- Undertake medication management and treatment procedures as directed by the Site Coordinator or shift coordinator
- Assist residents to access services they require
- Assist residents to access appropriate leisure options in conjunction with recreation workers
- Assist in the development of individual care plans
- Attend appointments with residents as required
- Contribute to maintaining an effective team
- Understand responsibilities as defined in relevant policies and procedures
- Carry out duties as directed by the Site Coordinator or supervisor
- Ensure confidentiality is maintained at all times.

### **Environmental and Domestic Services**

- Complete laundry tasks as required
- Maintain a safe environment
- Maintain a clean environment by undertaking house-cleaning duties as required.

### **Food Services**

- Prepare, serve and clean up after meals.

### **Documentation and Reporting**

- Ensure an appropriate standard of documentation is maintained
- Observe and report changes in resident behaviour or physical condition
- Maintain appropriate documentation as required
- Assist with administrative functions as required
- Provide feedback from work performed.

### **Ongoing Development**

- Provide a commitment to ongoing training and professional development with attendance at in-service training and external training sessions
- Attendance at compulsory training sessions
- Compulsory attendance of the orientation program
- Awareness of relevant legislative standards and regulations
- Pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities
- Participate in the continuous improvement cycle, by proactively identifying and raising improvements through Wintringham's quality system
- Understand your responsibilities in relation to your role as defined in the relevant policies and procedures
- Practice open communication and proactively participate in problem solving, where issues or areas of disagreement arise.



## **Health & Safety Responsibilities**

As a Wintringham employee, you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

## **Key Selection Criteria**

### **Skills/Experience:**

#### **Essential**

- Good communication skills both written and oral
- Knowledge and understanding of the special needs of older people
- Knowledge and skills to perform menu planning, food preparation and service
- Knowledge of and skills to perform general household tasks
- Knowledge of and skills to perform personal care tasks as required in a Supported Residential Service
- Knowledge and understanding of issues related to Occupational Health and Safety including infection control, manual handling and hazard identification
- Experience working with clients with challenging behaviour.

#### **Desirable**

- Ability to work as part of the team
- An understanding of issues associated with aged homelessness
- A non-judgemental approach
- Ability to encourage and motivate older people
- Ability to be creative and innovative
- A flexible attitude.

### **Qualifications:**

#### **Essential**

- Certificate III in Community Services, Individual Support, Aged Care or Disability
- First Aid Certificate – Level 2
- Food Safety – Level 1
- Completion of medication administration unit (HLTHPS006 - Assist Clients with Medication)



Appointment is subject to the Wintringham Employment Screening policy, including a satisfactory police records check and NDIS Worker Clearance check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

**Wintringham is an equal opportunity employer.**

***I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.***

EMPLOYEE'S NAME \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

