

# Position Description

POSITION TITLE		Support Worker			
REFERENCE/POSITION NUMBER		1391 (previously CSD9091)			
DEPARTMENT		Blue Haven			
ACCOUNTABLE TO		Manager Community Programs			
SUPERVISOR		Team Leader			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	2 or 3	STATUS	Casual	TYPE	Casual
HOURS	Casual		LOCATION	Community Centre	
MOBILE PHONE	No		LAPTOP	No	
VEHICLE		No vehicle			
LAST UPDATED		21/06/2019			

## OBJECTIVES

- To provide support to older people, younger people with a disability and their carers
- To participate as an active member of a multi-disciplinary team.

## SELECTION CRITERIA

### ESSENTIAL

- Qualification:
  - o Grade 2 – Currently working towards Certificate III in Community Services (Aged Care or Disabilities).
  - o Grade 3 – Certificate III in Community Services (Aged Care or Disabilities).
- Class C Driver's Licence and access to a reliable, roadworthy, fully insured vehicle
- First Aid Certificate
- Experience working unsupervised, one on one with clients in a home care environment
- Ability to work effectively in a team environment.
- Experience providing person-centred and strength-based practices
- Ability to positively engage with clients, their carers', families and the wider community
- Ability to manage own time effectively.

### DESIRABLE

- Knowledge of service delivery across Commonwealth Home Support Program, Home Care Packages Program and the National Disability Insurance Scheme.

## ACCOUNTABILITIES

- To conduct tasks as directed, in accordance with Work Method Statements. This may include (but is not limited to): personal care, grooming, respite care, transport, domestic duties, social activities and medication monitoring
- Monitor a consumer's progress and report any concerns/changes to the appropriate personnel
- Keep accurate and relevant documentation in consumer home files
- Actively promote and provide accurate information on services available
- Establish and maintain effective communication within the multi-disciplinary team
- Attend relevant meetings as required which may include staff meetings, information sessions and consumer case conferences
- Identify the need for training and attend relevant training as required
- Deliver services in an ethical and professional manner that considers individual and cultural differences
- Participate in workplace change process
- Present a positive image of Council and Blue Haven Care to the public
- Take all reasonable steps to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.

## CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

## WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS	
<b>FINANCIAL DELEGATION:</b>	Nil
<b>RESPONSIBILITY DELEGATION:</b>	Act in accordance with Instrument of Delegation
<b>NO OF CONTRACTS MANAGED:</b>	None
<b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>	None
<b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b>	No responsibility
<b>BUDGET DEVELOPMENT:</b>	None

CONDITIONS OF EMPLOYMENT		
<b>AWARD/AGREEMENT</b>	Local Government (State) Award	
<b>POLICIES:</b>	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
<b>PRE-EMPLOYMENT REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>Physical and mental capability to perform the inherent requirements of the position</li> </ul>	
	<ul style="list-style-type: none"> <li>Proof of ability to legally work in Australia</li> </ul>	
	<ul style="list-style-type: none"> <li>Pre-employment screening to Australian Standards in Employment Screening.</li> </ul>	
	<ul style="list-style-type: none"> <li>Criminal record check</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>Pre-employment medical</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>Working with children check</li> </ul>	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: