



POSITION DESCRIPTION

COMMUNITY CARE WORKER

Department:	Community Services
Reports to:	Supervisor Warrumbungle Community Care
Location:	Warrumbungle Community Care locations
Grade:	4

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

Warrumbungle Community Care (WCC) is funded to provide a broad range of home and community care services to support older people, people with disabilities and their carers. These services are funded through multiple service agreements and supplemented through user fees.

Community Care Workers provide direct care to Service Users who are frail aged, people with disabilities and their carers. Support Care enables the Service User to remain in their own home. This service is for the use of Home Care Package and/or NDIS package holders, who have been deemed eligible by the government. The service will be provided in the Service User's own home or the Service User may be taken on an outing.

KEY ACCOUNTABILITIES

Due to the flexibility of the services provided, duties may vary to meet the needs of the service user and the primary care giver. Duties will be defined as per job sheet for each service user and service, and may include some or all of the following:

- Provide active companionship to service users in their own home
- Perform service user care activities, which would normally be given by a family or other primary carer, except where the service user and/or support carer would be at risk
- Complete service user records as required and provide input to service user care plans
- Complete administration requirements as requested by the Supervisor
- **Personal services**
 - Bathing, showering including providing shower chair if necessary, personal hygiene and grooming, dressing and undressing and using dressing aids
 - Toileting
 - Mobility – assistance with all mobility aids
 - Transfer (including in and out of bed)
 - Communication including assistance to address difficulties arising from impaired hearing, sight or speech, or lack of common language, assistance with the fitting of sensory communication aids, checking hearing aid batteries, cleaning of spectacles and assistance in using the telephone
- **Nutrition, hydration, meal preparation and diet**
 - Assistance with preparing meals
 - Assistance with special diet for health, religious, cultural or other reasons
 - Assistance with using eating utensils and eating aids and assistance with actual feeding if necessary
 - Providing enteral feeding formula and equipment
- **Management of skin integrity**
 - Assistance with bandages, dressings and skin emollients
- **Continence management**
 - Assistance with providing and use of disposable pads and absorbent aids, commode chairs, bedpans and urinals, catheter and urinary drainage appliances and enemas
 - Assistance in using continence aids and appliances and managing continence
- **Support services**
 - Cleaning – general cleaning of service user's home to keep the home in a clean, tidy and healthy space
- **Cleaning**
 - Wash bathrooms, mop floors and clean fixtures
 - Sanitize kitchen floors and counters
 - Vacuum and mop floors
 - Clean rooms, halls, lounge rooms and corridors
 - Empty trash bins
 - Replenish bathroom supplies and disinfect bathroom floors
 - Wash dishes and put away
 - Arrange dishes in cupboards for ease of use
 - Dust and polish furniture and equipment
 - Sort clothes for washing and place them in washing machine – hang out on line for drying, going back later to take clothes off line
 - Iron clothes if appropriate
 - Make grocery lists, purchase household items as required along with service user
 - Ensure all grocery items are stored appropriately
 - Change bed sheets using fresh linen
 - Dispose of out of date food items
 - Sweep verandas or pathways for safety
 - Laundering of the service user's clothing and bedding that can be machine washed and ironed

- Medication management – Webster packs picked up from chemist weekly
- Rehabilitative support or helping to access rehabilitative support
- Emotional support including ongoing assistance adjusting to a lifestyle involving increased dependence and assistance for the service user and carer if appropriate
- Transport and personal assistance to help the service user shop, visit health practitioners or attend social activities
- Arrange social activities and provide or coordinate transport to social functions, entertainment activities and other out of home services
- Advise the service user on areas of concern in their home that pose safety risks and ways to mitigate the risks
- Assistance to access support services to maintain personal affairs
- Where appropriate assist with the care of pot plants and pets
- Escort the service user shopping or to medical/hospital appointments or elsewhere as agreed with the primary caregiver and the supervisor and noted on job sheet
- **Other**
 - Ensure effective communication with the Supervisor and Community Care staff in relation to service provision by volunteers and casual staff
 - Attend meetings, training seminars or information days as requested
 - Promote and participate in community events

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

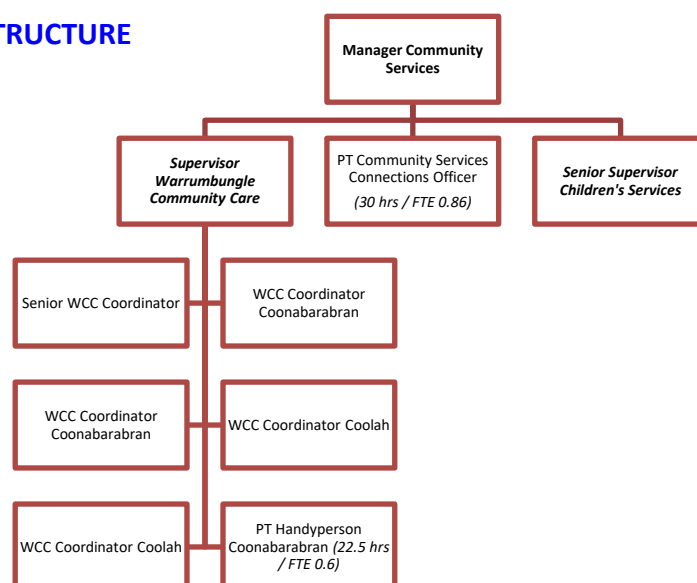
ESSENTIAL REQUIREMENTS

1. Commitment to Council's Mission, Values and Code of Conduct.
2. Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
3. A strong commitment to working with frail, aged people and younger people with disabilities and their carers.
4. AIN Certificate or Certificate III Aged Care or equivalent relevant qualification (eg Disabilities Certificate)
5. Ability to work in the Service User's home without supervision
6. Ability to work as part of a team
7. Current First Aid Certificate and Working With Children Check
8. Current Class C driver's licence and own vehicle
9. Own vehicle with full comprehensive insurance

DESIRABLE REQUIREMENTS

1. Previous experience in working with aged people, people with disabilities and their carers/families.
2. Cleaning certificate or experience to a high standard
3. Knowledge of Food Safety Regulations
4. Fully vaccinated against COVID-19





DEPARTMENT STRUCTURE



CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none">Follows through reliably and openly takes responsibility for own actionsUnderstands delegations and acts within authority levelIs vigilant about the use of safe work practices by self and othersIs alert to risks in the workplace and raises them to the appropriate level
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none">Identifies and responds quickly to customer needsDemonstrates a thorough knowledge of services providedPuts the customer and community at the heart of work activitiesTakes responsibility for resolving customer issues and needs
Results Deliver Results	Foundational	<ul style="list-style-type: none">Takes the initiative to progress work tasksClarifies work required and timeframe availableIdentifies what information/resources are needed to complete work tasksChecks own work for accuracy, quality and completenessCompletes tasks under guidance, on time and to the required standard
Resources Finance	Foundational	<ul style="list-style-type: none">Shows respect for the value of public moneyCalculates and records financial information accuratelySeeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

Employees – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

Funded Position

The tenure of this position is subject to continuation of Federal and State Government funding.

Working with Children Check

The successful applicant will need to provide a relevant Working with Children Check clearance prior to being employed.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks. Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum.

Under the Paid Parental Leave Act 2010, employees who have 12 months continuous service with the employer will be eligible for paid parental leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.