



POSITION DESCRIPTION

CASUAL RESPITE CARER

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

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.

Respite Carers 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.

ESSENTIAL SELECTION CRITERIA

- Commitment to Council's Mission, Values and Code of Conduct.
- Understanding of work health and safety (WHS) in the workplace and commitment to:
 - a positive contribution to WHS in the workplace
 - compliance with Council and legislative requirements.
- A strong commitment to working with frail, aged people and younger people with disabilities and their carers.
- AIN Certificate or Certificate III Aged Care or equivalent relevant qualification (eg Disabilities Certificate)
- Ability to work in the service user's home without supervision
- Ability to work as part of a team
- Current Class C driver's licence and own vehicle with comprehensive insurance
- Current First Aid Certificate

DESIRABLE SELECTION CRITERIA

- Previous experience in working with aged people, people with disabilities and their carers/families
- Cleaning certificate or experience to a high standard
- Knowledge of Food Safety Regulations.

KEY RESPONSIBILITIES

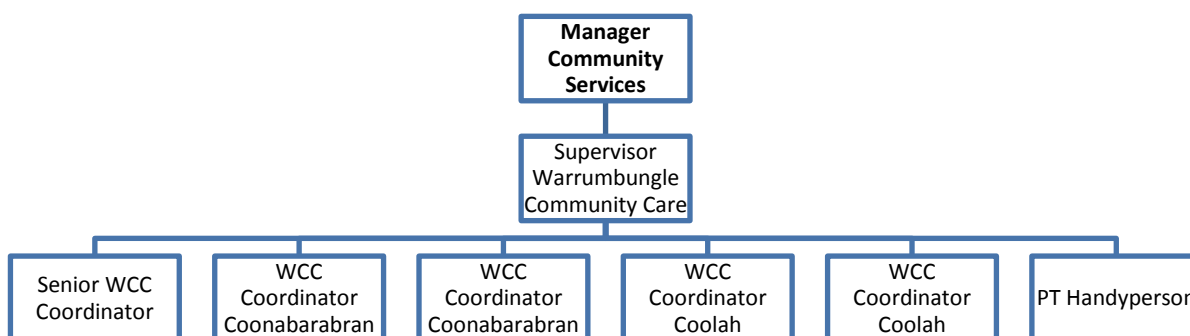
Due to the flexibility of the services provided, duties may vary to meet the needs of the service user and the primary care giver. Duties will be defined as per job sheet for each service user and service, and may include some or all of the following:

- 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.

STRUCTURE



ESSENTIAL CRITERIA

- A strong commitment to working with frail, aged people and younger people with disabilities and their carers.
- AIN Certificate or Certificate III Aged Care or equivalent relevant qualification (eg Disabilities Certificate)
- Ability to work in the Service User's home without supervision
- Ability to work as part of a team
- Current Class C driver's licence and own vehicle
- Current First Aid Certificate
- Own vehicle with full comprehensive insurance

DESIRABLE CRITERIA

- Previous experience in working with aged people, people with disabilities and their carers/families.
- Cleaning certificate or experience to a high standard
- Knowledge of Food safety Regulations

GENERAL DUTIES

- 1 Perform duties competently, efficiently and effectively in order to achieve Council's vision of "Excellence in Local Government".
- 2 Support Council's Mission to provide:
 - Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
 - Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
 - Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.
- 3 Behave in a manner consistent with, and promote to staff, Council's Values:
Honesty - Frank and open discussion, taking responsibility for our actions
Integrity - Behaving in accordance with our values
Fairness - Consideration of the facts and a commitment to two way communication
Compassion - Working for the benefit and care of our community and the natural environment
Respect - To ourselves, colleagues, the organisation and the community listening actively and responding truthfully
Transparency - Open and honest interactions with each other and our community
Passion - Achievement of activities with energy, enthusiasm and pride
Trust - Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill
Opportunity - To be an enviable workplace creating pathways for staff development
- 4 **Workplace Health & Safety**
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.
- 5 **Ethical Behaviour**
Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and each other in order to retain trust, confidence and support. Council's Code of

Conduct sets out minimum standards of conduct that are expected of all Council officials (all employees, Councillors etc)

6 Maintain Knowledge

Maintain current knowledge of industry issues by:

- Actively communicating/networking with industry peers, associations and;
- Keeping up to date with technological, legislative and other changes affecting the operations and responsibilities of the branch; and
- Sharing information with members of the department.

7 Communication

Ensure that honest and effective communication is established/maintained with team members.

8 Equal Employment Opportunity

Actively participate in demonstrating commitment to the following principles:

Staff have the right:

- To the opportunity for promotion on merit
- Of access to all appropriate benefits and conditions
- To be free of harassment at work
- To have their complaints treated in confidence, without prejudice to their employment and be advised of outcome.

Staff have the responsibility

- To work to full capacity
- To recognise the skills and talents of other staff
- To respect the social and cultural diversity among fellow staff and customers

9 Risk Management

Adopt a pro-active risk management approach to all Council's activities under the incumbent's responsibility and ensure that risks are identified, quantified and controlled, and that all Council employees, contractors and the community are protected against reasonable loss.

CONDITIONS OF WORK

This position is subject to a successful medical examination, Criminal Record Check and a Working with Children Check.

PRIVACY AND CONFIDENTIALITY

Warrumbungle Community Care collects personal information from service users 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 service users at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the service user, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by the Director Corporate and Community Services.

Breaches of this condition will be dealt with in accordance with Clause 36, Disciplinary Procedures, of the Local Government Award.

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.

Hours of Work

This is a casual position, which is on an on-call or as required basis. Respite Carers may be requested to work during the day, in the evenings, on weekends, public holidays or overnight.

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 to the Local Government Superannuation Scheme.

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. Yuluwirri Kids Preschool and Long Day Care Centre is 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.

Health Monitoring Requirements

This position currently has no health monitoring requirements.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera surveillance and global positioning system (GPS) tracking***Reason for Surveillance***

Council recognises its obligations to ensure, where reasonably practicable, the provision of a safe and healthy workplace for its workers and others. Technological advances now mean that most mobile devices (including but not limited to phones, tablets and notebook computers) have camera, computer and tracking surveillance functionality. Council in the course of its business uses these devices. Individual workers have similar capabilities with a Council supplied device or their personal mobile device.

Council utilises surveillance and global positioning (GPS) tracking to:

- help provide protection to Council workers and members of the public
- help provide protection and security of Council assets
- improve service delivery
- optimise fleet operations

Types of Surveillance

Types of surveillance will include:

- camera surveillance at Council facilities
- global positioning system (GPS) tracking on Council plant
- duress devices for staff working in isolation

How surveillance will be carried out

Warrumbungle Shire Council will be carrying out camera surveillance and global positioning (GPS) tracking in the following ways:

- Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Areas which have camera surveillance will be identified by the following sign:



Global positioning system (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 global positioning system (GPS) tracking installed will have the following sticker attached:

Camera surveillance and global positioning (GPS) tracking will be continuous and ongoing.

This vehicle is fitted with an
mTrax GPS system

mTrax

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