



POSITION DESCRIPTION – Community Care Worker

GENERAL DESCRIPTION:

Linked to Life aims to further enhance the independence, quality of life and social wellbeing of frail older people and younger people with disabilities and their carers, by providing a range of services which respond to their individual needs.

PRINCIPAL FUNCTION:

The Community Care Worker is responsible for providing direct support and assistance to clients under limited supervision, in accordance with Commonwealth and State legislative requirements, and in accordance with the client's Care Plan.

Linked to Life Community Care Workers are required to:

- Assist clients to maintain their independence to the best of their ability;
- Provide services that are equitable and professional at all times;
- Ensure clients are provided with relevant information for efficient, safe and effective services that will enable them to make informed decisions;
- Provide care in a manner that ensures the dignity, respect and privacy of the individual and enables the Carer to be confident in the quality of the service provided;
- Ensure that the person receiving care is provided with the opportunity to make decisions regarding the care they receive;
- Ensure the support provided is stimulating, interesting and appropriate to the person receiving care;

RESPONSIBLE TO:

The Community Care Worker is directly responsible to the Linked to Life Coordinator/s and Manager.

AWARD CLASSIFICATION:

Social, Community, Home Care and Disability Services (SCHADS) Award (Home Care Employees)
Grade 2 to Grade 3.

HOURS:

Casual position only – determined by demand for services

QUALIFICATIONS:

Essential:

- Demonstrated experience in working with older people and/or people who have a disability in a community setting;
- Demonstrated ability to work unsupervised;
- Excellent verbal and written communication skills;
- Ability to work as part of a team;
- Current driver's license, own car and comprehensive insurance;
- Understanding of and commitment to WH&S legislation;

Desirable:

- Certificate 3 or 4 in Aged or Disability Care;
- Experience in working with people from Culturally and Linguistically Diverse backgrounds;
- Good computer and administration skills;
- Knowledge of Commonwealth Home Support Services and Home Care Packages;

The broad ranging requirements of this position would also require the Support Worker to have the following personal attributes:

- Ability to empathise with the target group;
- Ability to deal effectively with conflict;
- Ability to give and receive feedback;
- Ability to be flexible and innovative;
- Ability to negotiate and problem solve;

SPECIFIC DUTIES – DIRECT CARE:

Personal Care:

- Assist the client to shower self/personal hygiene as per Care Plan;
- Assist with hair care, shampoo, comb, brush;
- Shaving using electric razors (only) where the client has uncontrollable body movements.
- All dressing/undressing, or assistance with dressing/undressing;
- Monitoring of client's appearance and personal care;
- Perform all personal care activities that have been identified and documented in the Care Plan;
- Assisting with mobility or transfers using appropriate aids or hoist available. Linked to Life has a "No Manual Lift" Policy that must be adhered to;

Toileting:

- Helping clients to the toilet;
- Assisting clients to use the toilet by loosening clothing;
- Assisting clients to change own incontinence and sanitary pads;

Skin Care:

- All skin care (eg. Application of topical creams, etc);

Oral Hygiene:

- Assisting clients' with their own care of teeth or dentures following Standard Precautions to ensure Infection Control;
- Care of teeth and dentures for clients by using tooth brush/toothpaste;

Medications:

- Prompt and monitor medication as identified in the Care Plan related to Webster Pack.
- Assisting clients with or administering/distributing liquid medicines, pills, powders, nose and eye drops. NOTE: this duty can only be performed if an employee holds a Statement of Attainment in either 'assist a client to self-medicate' or 'provide physical assistance with Medications';

Mobility:

- Assisting clients in and out of bed/chair/motor vehicle, and assisting with mobility.
- Prompting and reminding clients to use their walking aids and reporting any maintenance required for such aids;
- Using mechanical aids to life (hoist) and transfer clients when required;

Fitting of Aids/appliances:

- Assisting with the cleaning and fitting of hearing aids, glasses and any other aids/appliances used by the client;
- Assist in replacing batteries and maintaining good condition of aids and appliances;

Meals:

- Assist in the preparation of meals and grocery shopping following all food safety practices;
- Remind of meals, assist with feeding, prompting client to eat or direct in the use of eating utensils;
- Ensure the person receiving care is provided with appropriate meals in consultation as per the Care Plan;

Transport and Domestic Tasks:

- Assist in non-strenuous cleaning and domestic duties as outlined in the Care Plan;
- Transport clients to appointments/activities as outlined in the Care Plan;
- Ensure health and safety of clients while transporting, including use of seat belts, adherence to road and traffic regulations;

Social Support:

- Provide in-home support clients who have early stage dementia in their homes;
- Accompany clients on an individual outing or other activity of interest that promotes community participation as per the Care Plan;
- Accompany clients on a planned group activity when required;

Carer Respite:

- Provide in or out-of-home respite to the primary carers of frail older people and people with disabilities in accordance with carer needs, and as specified in the Care Plan;
- Ensure that changes to respite arrangements and/or any issues are documented and discussed with the Coordinator;

SPECIFIC DUTIES – DOCUMENTATION and REPORTING:

- Report and document any changes in a client's health status;
- Document in client care notes – service provided, unusual behaviours, conversations, incidents;
- Maintain client records including progress notes and submit;
- Inform Coordinator of any changes in client behaviour, or mental state;
- Read and familiarise self with Risk Assessments undertaken and document and report any risks/hazards in the clients home environment as soon as possible to ensure ongoing safety to client and employee;
- Ensure all rostered shifts are signed off by client upon completion and submit with fortnightly time sheet;
- Participate in client Reviews;
- Identify any potential risks in providing care and discuss with the Coordinator or Manager;
- Document hours worked and kilometres travelled on the appropriate forms;

SPECIFIC DUTIES – GENERAL:

- Maintain the Privacy and Confidentiality of all client information;
- Participate in WH&S consultations;
- Ensure all service provision is provided in a non-discriminatory manner. Linked to Life has an equal opportunity policy and will not tolerate any form

of discrimination toward others based on age, religion, ethnicity, colour, sexual preference, disability, race, political standing or personality;

- Attend performance appraisals/supervision as required;
- Attend scheduled staff meetings;
- Participate in training as identified necessary for the role;
- Work as a member of the team and represent Linked to Life in a positive and professional manner at all times;
- Adhere to Linked to Life's policy and procedures;
- Contribute to continuous improvement of the organisation;
- Be aware of and ensure Duty of Care toward Carers, Care Recipients and other persons the employee may come in contact with in the course of their duties;
- Abide by Linked to Life's Code of Conduct at all times;

Employee's Signature _____ Date: _____

Manager's Signature _____ Date: _____