



## Position Description.

<b>POSITION TITLE:</b>	<b>HOME CARE SUPPORT WORKER</b>
<b>AWARD:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>CLASSIFICATION LEVEL:</b>	Home care employee Level 1 or 2 (dependant on industry experience)
<b>STATUS</b>	Casual.
<b>DEPARTMENT:</b>	Primary Healthcare
<b>LOCATION:</b>	Where required.
<b>CURRENT INCUMBENT</b>	VACANT
<b>REPORTS TO:</b>	Independent Living Team Leader
<b>OTHER POSITIONS THAT REPORT TO THIS POSITION:</b>	N/a
<b>KEY RELATIONSHIPS:</b>	Clients of GAC services.
<b>DATE PREPARED:</b>	9 June 2021

### PRIMARY OBJECTIVES OF THE POSITION

The Home Care Support Worker provides culturally appropriate home support to the disabled and/or older people, and their carers. The purpose of the role is to promote and maintain disabled and/or older peoples' independence, enhance their quality of life, and prevent premature or inappropriate admission to long-term residential care, in accordance with Commonwealth Home Support Program (CHSP) and National Disability Insurance Scheme (NDIS) guidelines.

### DUTIES & RESPONSIBILITIES

The Home Care Support Worker will provide culturally appropriate direct support to service users as follows (duties may vary in line with the incumbent's skills and preferences):

- Understand and respect the needs and cultural differences of Aboriginal and Torres Strait Islander people.
- Establish appropriate and effective working relationships with service users, maintaining professional boundaries.
- Always provide a quality service by responding to individual needs and requirements with flexibility and safety.
- Assist the service user in maintaining and enhancing practical skills to promote their level of independence.
- Observe and report any changes in the service user's health, behaviour, needs or circumstances to the Team Leader immediately.



## Position Description.

- In accordance with individual care plans, provide assistance to older and disabled people and their carers, to allow them to remain living independently in their own homes and community, in a dignified and safe manner.
- Provide monitoring of service users and carers health and well-being and contributing to program service development.
- In line with the clients care plan undertake domestic duties such as vacuuming, cleaning, laundry, food preparation and shopping.
- In line with the clients care plan, provide personal care assistance with bathing/showering, hygiene, dressing, grooming, lifting, mobility, and other personal care tasks such as assisting with the fitting of aids or assisting people to eat meals.
- Provide a strategic break from caring for the service user when the main care giver requires time out for rest, recreation, appointments, or administrative tasks, or is unable to continue in the role without assistance.
- Respite is to be provided to the service user in a manner that is meaningful, and may include in-home care, activities, and outings.
- Help service users, either within their home or while accessing community, which is directed towards meeting their need for social contact and/or accompaniment to participate in community life.
- Provide transport support to enable service users to access community and social activities and/or medical and specialist appointments.
- Provide a home handyperson service including mowing, general gardening, and minor maintenance.

### **APPLICABLE TO ALL GAC EMPLOYEES**

#### **Leadership**

- Be a positive role model for GAC, utilising training and experience to enhance employee satisfaction levels, leading to greater productivity.

#### **Effective delegation/Time Management**

- Manages own time meeting the requirements of service user rosters.

#### **Confidentiality & Privacy**

- Confidentiality and privacy of all information obtained is maintained.



## Position Description.

### Behaviours

- At all times adhere to GAC's Code of Ethics and Professional Conduct and Equal Employment Opportunity policies and have a zero tolerance to discrimination, bullying and harassment.

### Quality control

- Work in accordance with all relevant GAC's Quality systems.

### Safety

- Be a positive role model for other employees in the matter of Occupational Health & Safety.

### Environmental

- Commitment to and active promotion of GAC's Sustainable Business Growth (Environmental) Policy.

### CULTURAL SAFETY

Gunditjmara Aboriginal Cooperative Limited is a culturally safe workplace. This means that any person who works for, on behalf of, or visits our organisation can expect:

- Shared respect, shared meaning, and shared knowledge.
- The experience of learning together with dignity and truly listening.
- Strategic and institutional reform to remove barriers to optimal health, wellbeing, and safety outcomes for Aboriginal people. This includes addressing unconscious bias, racism and discrimination, and the ability to support Aboriginal self-determination.
- We take responsibility for ensuring their own cultural values do not negatively impact on Aboriginal peoples, including a responsibility to address their potential for unconscious bias, racism, and discrimination.
- We take responsibility to support self-determination for Aboriginal peoples – this includes sharing power (decision making and governance) and resources with Aboriginal communities, and is especially relevant for the design, delivery, and evaluation of services for Aboriginal peoples.

### CHILD SAFETY

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:



## Position Description.

- Undergo and attain a satisfactory police check.
- Be in possession of a current Victorian Employees Working with Children Check card (or a clearance, whilst awaiting delivery of the card).
- Be able to attain two satisfactory employment references that attest to the incumbent's suitability to work with Aboriginal and non-Aboriginal children.

### KEY SELECTION CRITERIA:

<p>Qualifications, Knowledge, Skills and Experience</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Certificate III in Aged Care and / or Certificate III in Individual Support or working towards.</li> <li>• Experience and understanding of working with Aboriginal people.</li> <li>• Demonstrated experience in working with frail aged and/or disabled people and their carers.</li> <li>• Ability to communicate sensitively and appropriately with and understand the needs of frail older/disabled people and their carers from a diverse range of socio-economic and Aboriginal/Torres Strait backgrounds.</li> <li>• Demonstrated ability to work independently and report accurately to supervisor.</li> <li>• Excellent verbal and written communication skills including the demonstrated ability to communicate with service users and their carers, staff, and range of service providers.</li> <li>• Ability to provide quality services that assists people to maintain their independence, dignity, cultural values, and religious beliefs.</li> <li>• Flexibility to work as required.</li> <li>• Knowledge and understanding of the key challenges of the elderly and people with disabilities.</li> <li>• Demonstrated ability to work effectively and cooperatively as part of a team.</li> <li>• Current Victorian drivers licence.</li> <li>• Physical and mental capability of fulfilling the requirements of the position.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous employment experience in the health/aged care, community services sector.</li> <li>• Identifies as Aboriginal and/or Torres Strait Islander.</li> </ul>
<p>Management skills</p>	<ul style="list-style-type: none"> <li>• Self-managing in both time and project deadlines.</li> </ul>



## Position Description.

	<ul style="list-style-type: none"> <li>• Specific and set objectives are to be achieved in the most efficient and cost-effective manner within a set timetable with available resources.</li> <li>• Understanding of personnel policies and practices applicable to the work performed and supervised employees.</li> </ul>
Communication skills	<ul style="list-style-type: none"> <li>• Able to communicate with clients, management, and employees in an effective manner.</li> <li>• Ability to act cooperatively, friendly, and reasonably to promote workplace harmony and team effectiveness.</li> <li>• Write reports and correspondence in field of expertise that can involve legal precedent.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Self-motivated.</li> <li>• Innovative, forward thinking.</li> <li>• Prepared to learn and develop.</li> <li>• Team orientated.</li> <li>• Customer focused.</li> <li>• Able to present themselves and their work in a way that enhances the public image of GAC.</li> <li>• Willing to try new ideas and participate in change.</li> <li>• Focused on health and safety in their work.</li> <li>• Able to be self-managing.</li> </ul>
Specific Conditions/Restrictions	<ul style="list-style-type: none"> <li>• Must comply with reference and qualification checks prior to employment (and present originals of qualification updates for copying and updating of training registers).</li> <li>• Must be physically and mentally capable of carrying out duties of the position.</li> <li>• Able to pass a National Police check (at the organisation's expense).</li> <li>• Able to pass a Victorian Employee Working with Children Check (at the organisation's expense).</li> <li>• Current Victorian Driver's License.</li> <li>• This role may require some out-of-hours' work.</li> </ul>

Sign here x	Sign here x
<b>Ashley Couzens</b> CEO	Incumbent (Print name)
<b>Date:</b>	<b>Date:</b>



## Position Description.



## Position Description.

### Pre-employment Health Declaration Form

#### PART A: The job

The following is indicative of the inherent requirements of the position. Insofar as it will not have any negative effects on the individual's or their work colleague's safety or where not practical, reasonable accommodations will be considered. This form should be signed off by the will be relied upon for assessing claims made for workplace injury.

<b>Job title</b>			
<b>List of machinery/equipment to be operated/used.</b>			
<b>Physical component of the job is:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<b>Mental component of the job is:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<b>List any special requirements:</b>	<ul style="list-style-type: none"> <li>Fast-paced environment.</li> <li>Competing demands.</li> <li>High level of resilience.</li> </ul>		

	Hourly	Daily	Monthly	Infrequently	None
<b>Physical demands</b>					
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending neck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting neck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending waist (forward or sideways)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting (crouch or sit on one's heels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive arm/wrist use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive foot use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Position Description.

	Hourly	Daily	Monthly	Infrequently	None
Reaching below shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vision</b>					
Colour matching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eyesight (short/long)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using computer screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Mental demands

In each category below are examples of possible demands for a job's essential functions. The scale is by degree of complexity, not the frequency of the task (remember: this is the job requirements, not the person):

**1 = Not applicable**

**5 = Very applicable**

#### A. Comprehend & follow instructions:

(Eg: Must understand & follow a set of clear oral and/or written procedures).	1	2	3	4	5	(Eg: Works with little need for guidance or reliance on oral written requirements).
---	---	---	---	---	---	---

#### B. Perform assigned tasks:

(Eg: Performs repetitive tasks).	1	2	3	4	5	(Eg: Performs a wide range of tasks as dictated by variable demands and changing conditions).
----------------------------------	---	---	---	---	---	---

#### C. Maintain an appropriate work pace:

(Eg: Must adhere to a provided work schedule to meet a set of qualitative production standards).	1	2	3	4	5	(Eg: Is free to plan work assignments & schedule to meet long-term goals & objectives).
--	---	---	---	---	---	---

#### D. Perform complex or varied tasks:

(Eg: Performs simple tasks that vary little from day to day).	1	2	3	4	5	(Eg: Performs a wide range of complex tasks with little predictability as to their occurrence).
---	---	---	---	---	---	---

#### E. Relate to others:

(Eg: Has little interaction with co-workers).	1	2	3	4	5	(Eg: Relates sensitive information to diverse groups).
---	---	---	---	---	---	--





## Position Description.

### F. Influence people:

(Eg: Does not need to obtain cooperation from co-workers to accomplish assigned tasks).	1	2	3	4	5	(Eg: Must work with diverse groups to obtain consensus on complex issues).
---	---	---	---	---	---	--

### G. Make decisions:

(Eg: Implements others' decisions/procedures with little judgement required).	1	2	3	4	5	(Eg: Must independently apply abstract principles to solve complex conceptual issues).
---	---	---	---	---	---	--

### H. Direct, control & plan:

(Eg: Does not manage or supervise projects of people).	1	2	3	4	5	(Eg: Must independently manage a large group performing varied tasks).
--	---	---	---	---	---	--

### I. Interact with public or business in written form:

(Eg: May write simple memo's to co-workers).	1	2	3	4	5	(Eg: Must write letters to explain complex issues or persuade managers/employees).
--	---	---	---	---	---	--

### J. Communicate orally:

(Eg: Must relay simple information orally).	1	2	3	4	5	(Eg: Must write letters to explain complex issues or persuade managers/employees).
---	---	---	---	---	---	--

## PART B: Employee Declaration

<p>Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the duties of the position? In answering this question "Yes" or "No" you are also covering factors such as: existing or exposure to infectious diseases, taking of medication/treatment on a regular basis (daily, weekly, monthly). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, please provide details:</p>
<p>Do you have an existing injury or condition or pre-existing injury or condition that could be affected by the nature of the proposed employment? "Existing" is a condition for which treatment is still being received. Pre-existing is where an injury or condition/s is present, but treatment is not required. If yes, please provide details of the injury or condition(s). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?</p>	
<input type="checkbox"/> Yes	<p>If yes, please provide details:</p>



## Position Description.

<input type="checkbox"/> No	
Have you ever worked with any substances or in any conditions which may have been hazardous to your health (e.g. asbestos exposure, toxic chemicals, stressful or noisy environments) and for which you need a modified workplace? If yes, what specific adjustments or modifications can be made (if any) to ensure your workplace is safe and without further risk to your health?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details:

In understanding the above job requirements, I declare that I am physically and mentally capable of carrying out the duties of the position and in accordance with our Alcohol & Other Drugs policy (that requires zero tolerance to employees presenting with alcohol or drugs in their system) that I may be required to undertake drug and/or alcohol testing at any time.

In understanding the job requirements, should I not disclose to Lead Advisory Group any medical condition that I subsequently claim to be work related, Lead Advisory Group reserves the right to reject any claim for workers compensation and terminate my services.

Section 41 the *Workplace Injury Rehabilitation and Compensation Act 2013* (Victoria) provides that failure to make such a disclosure or the making of a false or misleading disclosure “...any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker to compensation...”

### Signatures

Employee	
Print name	
Signature	
Date	

### Office use only

Checked and approved by:	
Print name	
Signature	
Position title	
Date	