

Position description

Position title:	<i>Your Care Choice – Home Support Worker</i>
Reports to:	<i>State Manager Home Care Services</i>
Responsible to:	<i>Your Care Choice Team Leader</i>
Program:	<i>Home Care Services</i>

Scope of role

Responsible to the Your Care Choice Team Leader, the Your Care Choice Home Support Worker you shall be responsible for supporting the aged and frail in staying active, independent and living in their homes for as long as possible.

As a Your Care Choice Home Support Worker you shall provide high quality domestic support, personal care and respite care. This work involves flexible roster arrangements in which the workplace is primarily the private homes of clients.

Key objectives, duties and responsibilities

The following are the key responsibility areas for the position:

General

- Assist clients to remain living actively engaged in community life
- Listening to clients and supporting them to achieve their goals in partnership with other supports
- Ensure that all duties undertaken are carried out in a thorough and safe manner, identifying risks and hazards proactively in accordance with OH&S policies and procedures
- Monitor client wellbeing and discuss any changes with the Your Care Choice Program Coordinator
- Adhere to LCHS dress code and wearing personal protective clothing as required
- Availability and willingness to respond promptly and flexibly to requests to meet client needs

General Home Care Duties

- Working with clients to keep their home clean and safe
- To perform routine domestic tasks necessary to maintain the normal functioning of a household, which may include:
 - Washing, sweeping, and vacuuming floors
 - Cleaning bathroom, shower, toilet and fixtures
 - General cleaning, dusting furniture and fixtures
 - Washing, hanging out, ironing, folding clothes/household linen

- Kitchen: wiping the bench tops, stove and refrigerator
- Preparing and cooking meals
- Making beds and changing linen
- Inside windows and walls
- Shopping, paying bills etc. with or on behalf of the client
- Transporting clients to appointments

Personal Hygiene Tasks

- To assist/supervise with personal hygiene duties as required, i.e. toileting, bathing, showering, grooming and dressing
- Fitting of aids/appliances, such as compression stockings or splints
- Supervise with the administration of medication (prompting only)
- Assist with prescribed exercise or therapy programs
- Assist with the application of non-prescribed body creams

In-home and Community Respite Care

- Respite care is for carers of people with a disability, dementia, or frail aged etc.
- Provide organised, interactive, quality home based and community respite to enable the carer to take a well-earned break
- To promote interaction within the community to enhance social stimulation, within a respite
- To undertake other smaller tasks (such as home care and personal care) as requested within the allotted respite time.

Administration

- Participate in meetings, staff development and performance reviews as determined by the Your Care Team Leader.
- Undertake mandatory training or certification to meet industry standards and organisational needs as required of the position. (Maintain current CPR – first aid certificate).
- Participate in and undertake rostered supervision and random workplace visits.
- Maintain a registered vehicle that also has valid comprehensive car insurance.
- Read and comply with the guidelines and procedures of Latrobe Community Health Service basic administrative duties including the completion of accurate timesheets, travel records, communication sheets and OH&S related forms returned within the appropriate timeframes.

Job requirements:

Applicants must meet the following job requirements:

Mandatory

1. Certificate 3 in Aged Care/Home and Community Care, Cert 3 – Disability Studies (or equivalent qualification)
2. Current First Aid and CPR Certificate or willingness to complete (must maintain a current CPR and First Aid Certificate during employment).
3. Ability to travel across the service delivery area.
4. Be physically fit to undertake the requirements of the role.
5. Current Victorian Driver’s Licence.
6. Ownership of a registered and comprehensively insured vehicle.
7. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker A**. Evidence of immunisation history must be provided prior to confirmed appointment.

Desirable

1. Proven experience relevant to the position.

Organisation Requirements

1. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
2. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
3. Prior to appointment, credentialing documentation must be completed and verified.
4. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
5. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Acting Executive Director Aged and Community Care
Date:	22 March 2021