

Position Description		
Job Details		
Position Title: Support Worker- Centre Based Respite		Year: 2021
Department: Community Care		
Reports directly to: Service Coordinator		Direct Reports: <ul style="list-style-type: none"> Nil
Background Information		
Qualifications	<i>Undergraduate</i>	
	<i>Postgraduate</i>	
	<i>Other</i>	Certificate III in Home and Community Care, Disability, Individual Support, Aged Care or Certificate IV in Disability or Ageing Support, or equivalent (Desirable)
CatholicCare Western Sydney & The Blue Mountains Overview		
<p>CatholicCare Western Sydney and the Blue Mountains (CatholicCare) is a not-for-profit that aims to serve the community of the Catholic Diocese of Parramatta by overseeing the provision of high-quality social services operating according to the principles of Catholic Social Teaching. CatholicCare WSBM respects the dignity, worth, diversity, cultures and beliefs of all people and is renowned for its hands-on and practical approach to the service and pastoral care of people in this area.</p> <p>CatholicCare WSBM provides various services for a range of clients from birth to the aged across the following programs providing them with resources, education and tools to overcome their challenges.</p> <ul style="list-style-type: none"> • Child Education Services • Families, Counselling and Wellbeing • Disability and Community Aged Care • Homelessness • Community & Engagement <p>As a not for profit, CatholicCare relies significantly on funding and community support to be able to continue to make a difference in the lives of people who disadvantaged and less fortunate.</p>		

Working for CatholicCare Western Sydney & The Blue Mountains

CatholicCare WSBM's ability to provide high quality services to people who are disadvantaged is directly dependent on the experience, knowledge and professionalism of its staff.

With more than 200 employees and volunteers, CatholicCare WSBM employs a diverse range of staff across its many programs including counsellors, support workers and educators.

CatholicCare WSBM is an Equal Opportunity Employer. Compliance with child protection legislation is essential to all child-facing positions. At CatholicCare WSBM we are committed to employing the very best people in the industry who have a genuine passion for working in the not for profit sector and have the right level of experience and knowledge.

CatholicCare Western Sydney & The Blue Mountains Values

At CatholicCare, we expect everyone who represents our organisation to incorporate our values into every decision, interaction and action.

- **WE EMBRACE EVERY JOURNEY** with gratitude and love
- **WE ARE AVAILABLE** with an open mind and heart
- **WE BUILD TRUST** with integrity and respect
- **WE ADVOCATE** with patience and passion
- **WE PERSEVERE** with resilience and belief

Role Purpose

You will be responsible for working with people to implement our person-centred service delivery model to older adults through:

- understanding their needs and purpose in life
- providing support and opportunities for meaningful connection to the community through solidarity
- valuing cultural diversity by recognising the human dignity of every individual
- striving for a community where no one feels alone or isolated
- supporting people at all stages of life to manage difficulties and rediscover their strengths through subsidiarity and participation.

Key Responsibilities

- To support clients in attendance at our centre-based respite through a range of supports that include, assisting with personal hygiene, mobility assistance, activity participation, setting up and supervising activities in accordance with the respite program and following care and support plans as directed by Service Coordinator.
- To ensure that the variety of experiences are offered at our centre-based respite to our clients, which are meaningful, designed to suit their interest, strengths and needs. This aims to support client's independence, well-being and quality of life.
- To provide accurate and timely information about client needs/change in client condition to the Team Leader and / or Service Coordinator and to participate in a continuous quality improvement approach to all aspects of care and support.

- Key to the success of this role is developing a professional and quality relationship, providing support, encouragement and enhancement of life for the people we support. This is achieved through:
 - Incorporating the Values of CatholicCare into daily work practices.
 - Maintaining privacy, dignity and confidentiality of all aspects of client care at all times.
 - Correctly and appropriately filling in appropriate documentation as required in a timely manner.
 - Reading client care and support plans and delivering a high standard of support accordingly.
 - Attending to the daily personal care needs of clients in a caring manner, administering hygiene assistance.
 - Identifying and reporting any changes in client care needs on appropriate documentation and ensuring your direct manager receives information in timely and efficient manner.
 - Assisting or accompanying clients in activities
 - Ensuring appropriate use of resources according to set plans and documenting any inconsistencies in a timely manner.
 - Work health and safety principles are applied to every aspect of work.
 - Hazards are identified and reported in accordance with the work health and safety procedures.
 - Duties are completed on time, and to the client's satisfaction.
 - Flexibility to work according to a varying and unpredictable work schedule.
 - You will also be required to attend an office from time to time for meetings, education and operational requirements.

Knowledge, skills, experience & compliance – Required to perform this role

- Certificate III in Home and Community Care, Disability, Individual Support, Aged Care or Certificate IV in Disability or Ageing Support, or equivalent
- Understanding and sensitivity to the needs of people from culturally and linguistically diverse backgrounds
- Self-directed and confident in own abilities
- Ability to deal effectively and professionally with a range of clients and their families and maintain client confidentiality.
- Understanding of aged care and the ability to effectively work with various behaviours.
- Understanding of Aged Care Accreditation Standards
- Above average computer skills and knowledge of Microsoft packages
- Current Australian driver's license and access to a reliable vehicle
- Time management and work organisational skills
- Reliable, well-maintained, registered and insured vehicle.

Personal Attributes

- Warm and welcoming personality
- Empathetic and no task too hard attitude
- Good team member with excellent communication skills
- Outcomes focused
- Proactive and persistent
- Collaborative and consultative
- Values driven with strong personal and organisational values alignment
- Positive attitude and commitment to tackling challenges

Staff member's name (print):		Date:
Staff member's signature:		

Manager's name (print):		Date:
Manager's signature:		