



HMS
COMMUNITY
 Homecare & Clinic



| Position Description – Support Partner | |
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| Role title: Support Partner (SP) | Employment Type: FT / PT / Casual |
| Reports to: Clinical Team | Award: Social, Community, Home Care and Disability Services Award [MA000100] |
| <p>Team HMS Community employs a range of roles to provide homecare services to those receiving funding through the NDIS, Support at Home program or privately funded individuals. These include:</p> <ul style="list-style-type: none"> • Care Companions; minimum certificate qualified support staff with minimal experience required • Support Partners; a minimum certificate qualified individuals with high levels of experience, retired health professionals or undergraduate healthcare students • Enrolled Nurses • Registered Nurses • Community Paramedics <p>The clinical team consists of community paramedics, registered nurses and nurse practitioners.</p> | |
| <p>Role Description</p> <p>A Support Partner with HMS Community provides care to individuals within people’s homes or community settings. These individuals include those living with disabilities, mental health problems, chronic diseases, and older adults. The primary goal of care is to support people to live safely and independently in their homes and communities, meet their goals and build their capacity. Support Partners are highly skilled support workers who can work independently to develop and follow care plans and identify primary health concerns within their individual scope of practice and training. They collaborate closely and report to the Ahpra registered clinical team (community paramedics, registered nurses and nurse practitioners) as well as other health professionals in an individual's care team. Support Partners will comply with and meet the mission, vision and values of HMS Community (as below).</p> | |
| <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Consults and collaborates with other support staff, healthcare professionals and supervisors to ensure optimal care. • Takes a basic holistic history and perform basic physical examination(s). • Supports to develop and apply individual healthcare plans in a community setting. • Provides personal care assistance to individuals of all ages and gender identities <ul style="list-style-type: none"> ○ this includes support with activities such as bathing, showering, hygiene, dressing, grooming, eating and drinking, toileting, lifting and transferring, mobility, and other tasks outlined in a care plan. • Provide social support and supports individuals to access community and social activities or services • Provides respite care to allow regular carers a strategic break; respite may include in-home care in the evenings or overnight. • Supports individuals by transporting them in their own car to attend appointments and to access the community • Provides basic domestic support (vacuuming, cleaning, laundry, shopping, food preparation) as required. • Demonstrates knowledge and understanding of the legislative and professional boundaries in a community setting. • Maintains accurate, clear, current, ethical and legal records that comply with organisational standards. • Acts as an advocate, mentor, resource and support person. • Continues development, maintenance and extension of own competence. | |

Essential Qualifications and Compliance Requirements:

- Evidence of one or more of:
 - Previous employment and registration as a registered nurse or paramedic
 - Current enrolment in undergraduate degree in nursing and/or paramedicine
 - Minimum certificate III in disability support and evidence of further skill development or experience
- A Victorian Drivers licence and access to an insured vehicle
- Working with Children Check
- Valid First Aid and CPR
- NDIS Workers Screening Check
- Complete immunisation record as required by Government
- Australian Citizen or right to work in Australia

Selection Criteria

- Comprehensive understanding of the role and function of a Support Partner.
- Able to work with a range of people of diverse backgrounds without prejudice, including culturally and linguistic diverse, Torres Strait Islander and Aboriginal people, and people in the LGBTIQ+ community.
- Appreciation and understanding of health promotion principles and passion for community care.
- Able to work in a team or independently and report accurately to a community paramedic, nurse, allied health professional or other health professionals.
- Able to work with a range of people from birth to death, with a range of ability and disability, psychological and social situations using a person-centred and trauma-informed approach.
- Communication skills and the ability to collaborate and assist in the design of individualised health care across a range of primary care fields.

Desirable (But not required)

- Qualifications in; community care/services, mental health or dementia.
- Experience in using online cloud-based patient management and rostering systems.

Safety and Quality

- Participate in the practice risk management and quality improvement processes.
- Record incidents and near-misses in line with occupational health and safety policy.
- Participate in occupational health and safety reviews and meetings.
- Maintain a safe work environment for self, patients and others.
- Ensure the practice building and workspaces are conducive to a safe and practical work environment.
- Practice duty of care including meeting practice standards and accountability.
- Maintain patient and practice confidentiality at all times.
- Undertake and participate in professional review and audit.
- Work to clinical governance processes and standards.

Intellectual Property

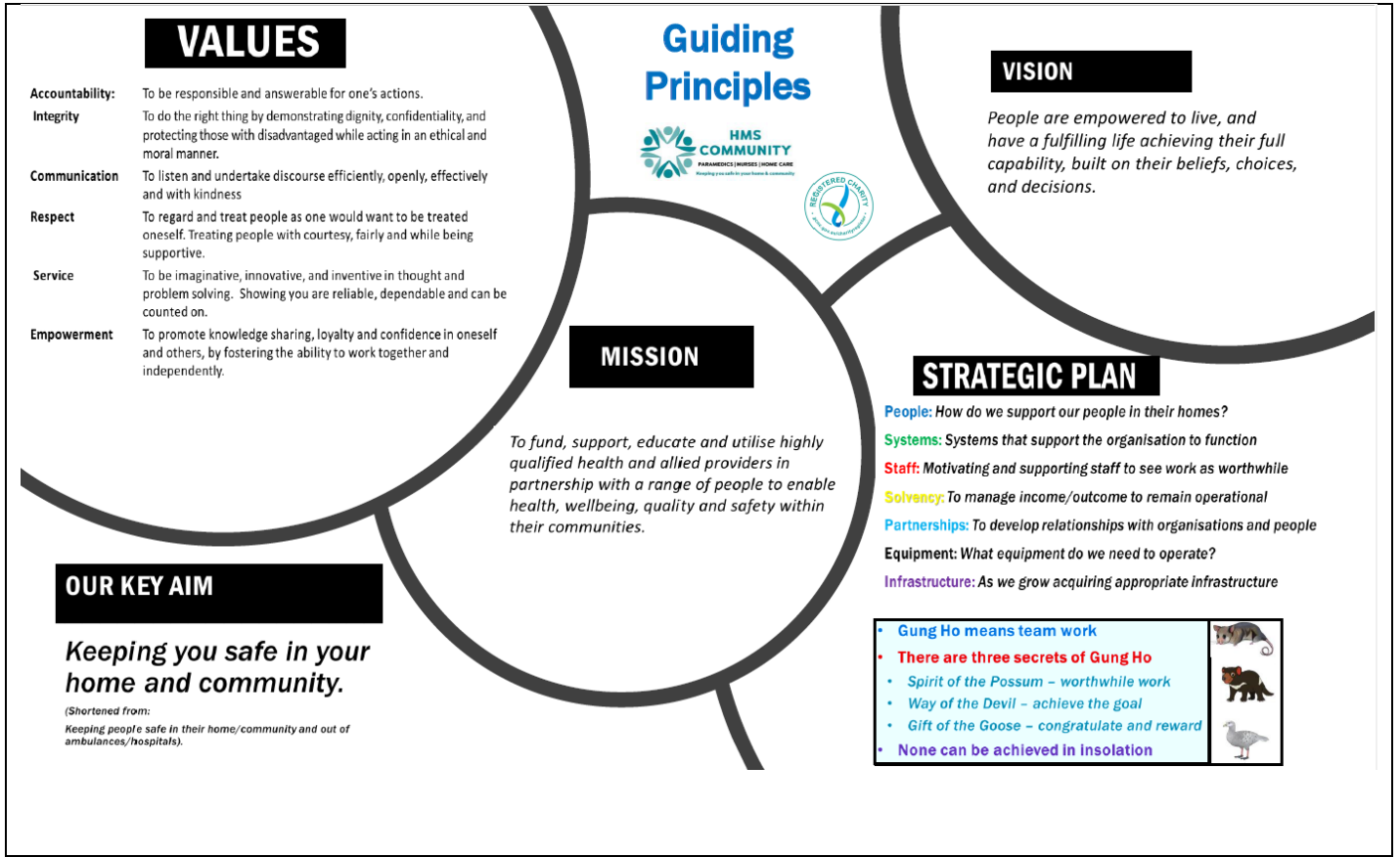
Intellectual Property means all intellectual property including current and future registered and unregistered rights in respect of copyright, designs, circuit layouts, trademarks, know-how, confidential information, patents, inventions and discoveries and all other intellectual property as defined in article 2 of the convention establishing the World Intellectual Property Organisation 1967.

HMS Community Ltd and Health & Medical Services Pty Ltd will retain the full rights to Intellectual Property developed by them, an employee or in matters related to the products of either business. The employee will have no rights to that Intellectual Property unless otherwise agreed between the Parties.

Position Review

This position and the applicant's performance will be reviewed in three months, five months and then on an annual basis.

HMS Community Ltd Guiding Principles



Confirmation and Agreement*

I have read, understood and agree to comply with this position description.

Signature:**

Print Name:

Date:

**This section is only to be completed if HMS Community makes an offer for a position and it is accepted by the applicant.*

***If using an electronic signature, this document will automatically apply standard signature font.*