

Position title	Home Care Support Worker
Reports to	Social Support Coordinator
Award agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services) (Multi Employer) Enterprise Agreement 2022-2026
Classification	Lifestyle Assistant Grade 2

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	Courage • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities Empathy • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully Integrity • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust Achievement • We are outcomes-focused • We are adaptable and always learning • We continuously improve • We are creative and resourceful

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQA+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Social Support Team

The Social Support Team aims to enhance participant well-being, foster independence, and address diverse cultural, physical, intellectual, social, and emotional needs. We prioritise improving access to health services and raising awareness about well-being issues, while also supporting carers through respite and guidance. As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

The Home Care Support Worker provides a valued and key role in providing care and support that enhances the ability of and encourages consumers to actively participate in their care to maintain their independence. This role involves travelling between consumer's homes and assisting them with daily living and lifestyle requirements by providing person-centred care and support.

This role will also have the opportunity to participate in the facilitation of our Social Support Programs and partner with consumers to plan, implement and evaluate group activities.

Position responsibilities

- Engage with participants to encourage consumer-directed decision making in program
- Assist in planning and delivery of gentle exercises, recreational activities, and outings tailored to their interests and goals while monitoring participation.
- Maintain client documentation including the use of the Client Information Management System (CIMS) - Maica, for daily notes and attendance records.
- Provide Domestic Assistance, Personal Care and Social Support in a consumer's home to enable them to remain safe and independent in the community.
- Daily tasks may include laundry, bed making, cleaning bathrooms, personal care and transportation of clients to appointments and shopping.
- Building confidence and supporting client participation where appropriate.
- Observe consumers health and wellbeing and report/feedback as necessary to line manager.
- Travel between consumers homes.
- Support consumers, their carers and significant others in a way that encourages confidence in their choice to remain living in the community.
- Ensure consumers' dignity and self-esteem is maintained.
- Maintain a high level of confidentiality.

- Ensure service delivery is conducted in accordance with evidence-based practice, best practice standards and effective risk management.
- Assist with ad hoc tasks to support the Social Support team, contributing to the delivery of quality services and client engagement as needed.

Position requirements (qualifications, skills, knowledge and attributes)

Qualifications, Registrations and Licenses

- Certificate III in Home and Community Services, Aged Care, Disability or equivalent
- Current First Aid Certificate
- Current Victorian Driver's License
- Current Light Rigid Endorsed Driver's License (desirable)
- Qualifications in Food Safety (desirable)

Skills and competencies

- Enjoyment working in an aged care and / or disability and/community services area.
- Understanding and appreciation of the needs of consumers who are aged and /or have a disability.
- Ability to engage with consumers in a caring, respectful and non-judgemental manner.
- Sensitivity to issues relating to ageing, physical and intellectual disabilities, mental illness and diverse cultural needs.
- Proficient in oral, written, and digital communication, facilitating clear and respectful interactions with participants and stakeholders.
- Dedicated to upholding safety standards, quality assurance practices, and continuous professional development.
- Strong skills in prioritising tasks and collaborating effectively within a team to achieve goals.
- Proficiency in a relevant community language is a plus.

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality,
- Maintain staff, volunteer and client confidentiality at all times,
- Work in partnership with the community, clients and staff to achieve our vision,
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff,
- Work in accordance with Your Community Health Policies and Procedures.

General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988
- The successful applicant is required to provide evidence of eligibility to work in Australia
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period of time
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form

- Management, in consultation with the staff member, reserves the right to modify this position description when required

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.