

Position title	Aged Care Support Worker	Reference	CHSP_ACSW_ASP
Reporting to	Program Manager	Location	Alice Springs
Division	Commonwealth Home Support Program CHSP	Section	Respite, Aged & Disability Stream
Approved	Executive Manager Youth & Community Access	Date	June 2022
Comments:			

Organisation Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. We demonstrate our values of Hope, Kindness, Respect, Fairness and Integrity through strength-based and trauma informed practice, cultural respect, child safety, social justice, community development and partnerships. Anglicare NT was formed by the Anglican Diocese of the NT to respond to the social needs of our diverse communities.

Purpose of the Position

You will provide work within a strengths based framework to support frail aged people (65 years and over, or 50 and over for Aboriginal & Torres Strait Islanders) with coordinated and integrated services to service recipients and their carers'; encouraging social inclusion and independence in their home and community; thereby enhancing their quality of life and reducing the likelihood of early admission to long-term residential care.

Selection Criteria

Position Specific Requirements

1. Certificate III Individual Support / Aged or Disability and/or at least one (1) years' experience in individual support or community services.
2. Proven experience in and/or demonstrated willingness to provide the following service types domestic assistance, personal care and social support (access to community for shopping or other activities); other approved practical support as is rostered for aged people with mobility issues, in their homes in line with consumer directed service delivery.
3. Demonstrated ability of good verbal, interpersonal and written skills, including working and communicating effectively with aged people, their family, carers' and other stakeholders.
4. Ability to work independently and report any concerns accurately and efficiently to supervisor in a timely manner.
5. Proven ability in maintaining punctuality and good time management.
6. Demonstrated ability to work effectively with a team.
7. Proven ability in basic computer skills and/or willingness to use computers under guidance for relevant training and completing timesheets etc.

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
2. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
3. Northern Territory Working with Children Clearance (Ochre Card).
4. National Police Criminal History Report (less than three months old) with acceptable outcome.
5. Ability to meet 100-point ID and additional visa / overseas work compliance measures.
6. Northern Territory Driver's Licence.
7. Demonstrated currency of pandemic and job specific vaccinations (and boosters).
8. First Aid Certificate (or willingness to obtain within agreed timeframe).

Key Responsibilities

1. Service Provision and Reporting.

Provide high quality, professional and individual support to service recipients, reporting in line with Anglicare NT policies & procedures.

- Provide direct support to service recipients, in accordance to work roster as directed by senior support worker and/or program manager.
- Respect service recipient's home and property; establishing appropriate and effective relationships, whilst maintaining professional boundaries at all times.
- Observe WHS requirements in manual handling in accordance with Anglicare NT policies and procedures, utilising any provided personal protective equipment in your work area, and report any issues to supervisor.
- Maintain Duty of Care, being observant of any changes in service recipient's health and wellbeing; ensuring any concerns, complaints or issues are to be reported in a timely manner to program manager.

2. Administrative Tasks

Complete administrative tasks and documentation

- Maintain service roster daily, ensuring documentation is accurate and legible for reporting purposes.
- Check staff individual folders whenever in the office for notifications to be passed on and noting any changes in work roster.
- Ensure timesheets are completed and posted to program manager through Subscribe HR by close of business each Friday (unless directed otherwise).

3. Team Work

Work cooperatively within a team to contribute to program outcomes

- Maintain positive and cooperative workplace relationships, sharing relative information and communicate effectively and respectfully with team members.
- Attend and actively participate in monthly team meetings.
- Preparedness to participate in professional development and team building exercises within team setting showing commitment to continuous improvement; participate in supervision and annual reviews with supervisor.

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment and maintain pandemic related and job specific mandated vaccinations (and boosters).
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).