

POSITION DESCRIPTION: HOME CARE EMPLOYEE



Position Title: HOME CARE EMPLOYEE
Department: Home Support, Community Aged Services
Location: Leyland House
Reports To: Manager, Home Support

Core Purpose of Role The purpose of this role is to provide personal assistance to clients within Home Support Services in accordance with their care plan as outlined by the Case Manager / Manager.

Key Responsibilities:

1. Personal Care
 - Assist in and out of bed
 - Assist in and out of shower
 - Assist to: wash body, shampoo hair, shave, get on/off toilet, comb/style hair, put on make-up, after shave, etc
 - Dressing/Undressing
2. Monitoring Medication
 - Prompt and/or check that clients have taken medication
 - Assist to take if needed. Staff is not permitted to administer medication.
3. Home Respite
 - Care for clients while regular carer away
 - Assist with recreational activities
4. Shopping
 - Assist to prepare a list
 - Transport and accompany or do shopping for client
 - Provide receipts and change
 - Assist with clothes, shoes, gift shopping as required
5. Mobility
 - Assistance: up and down from chair, up and down stairs with walking frame/stick/wheelchair in and out of car, support person's weak side
 - Encouragement and walking at client's pace. Report concerns regarding clients' mobility to Case Managers who may request professional assessment
6. Socialise
 - Plan outings with client.
 - Encourage client to maintain usual activities and friendships.
7. Meal Preparation/Assistance
 - Plan meals with client, prepare and cook food as required
 - Prepare food on plates, wash and dry dishes, tidy kitchen
 - Sensitivity to requirements of kosher kitchen or other dietary requirements

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8. Housework
- Kitchen: wipe surfaces, mop floor, take out rubbish, check and clear fridge
 - Bathroom: wipe bath/shower and basin, clean toilet, mop floor
 - Bedroom: change bed linen, make/tidy bed
 - Lounge: dust and tidy, vacuum
9. Assist with Transport:
- Shopping, appointments, chemist/bank, social groups
 - Companionship / respite or as needed
10. Laundry
- Wash, dry and fold away using client's at-home facilities.
 - Deposit and collect washing at Laundromat/dry cleaning
11. Monitoring
- Update client communication book in home (where appropriate)
 - Report to Manager/Case Manager about client's situation
12. Banking/Bill Paying
- Pay bills with or on behalf of client (with client's/Case Manager's authorisation).
13. Minor home maintenance and OH&S:
- Garden/Pot Plants: Water plants as requested.
14. Occupational Health & Safety responsibilities
- As part of The Company's ongoing commitment to providing a safe working environment you are required to:
- Cooperate with The Company's with respect to any action, taken by The Company to comply with any requirements imposed by or under the OH&S Act and/or OH&S Regulation(s)
 - Take reasonable care for your own health and safety and for the safety of others who may be affected by your behaviours or omissions whilst in the workplace
 - Maintain and improve any equipment, standards or procedures provided in the interest of health, safety and welfare in pursuance of any provision of the OH&S Act and/or OH&S Regulation(s)

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15. General Duties

- Observe the human resource policies of the Company as varied from time to time
- All other reasonable duties as directed by the Company
- To understand and implement relevant goals, objectives, policies and procedures of Jewish Care
- To develop an awareness of the local Jewish community and its resources;
- issues relating to the needs of aged clients and their carers;
- To accept supervision from the Case Manager/Manager of Home Support and participate in relevant performance appraisal.
- Attend Staff meetings and training sessions.
- To maintain professional standards.
- Maintain accurate records as required for time sheets, travel log, OH&S, Mobility Parking Permits etc.

This position description should represent your role and responsibilities at the time of recruitment, however due to the dynamic nature of our business, your job title, key tasks and responsibilities, performance objectives and relationships are likely to evolve over time. The flexibility to adapt to any changes should be considered a key requirement of working at The Company.

Person Specification:

(This describes all the characteristics of the person we believe would excel in this position – these are the qualities we will use in our recruitment advertising and that we will use to interview and assess the candidates for the role).

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • A current unrestricted Australian Drivers License. 	<ul style="list-style-type: none"> • Certificate III in Home and Community Care
Knowledge:	<ul style="list-style-type: none"> • An understanding of EEO and OHS principles. 	<ul style="list-style-type: none"> • Knowledge of principles of Aged Care
Experience:	<ul style="list-style-type: none"> • Sensitivity to Jewish values, heritage and culture. 	<ul style="list-style-type: none"> • Experience in working in Aged Care.

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Core Competencies

- Works collaboratively with team members and has contact with other departments representing the team ensuring resolution of service or program delivery problems.
- Demonstrates to other team members a high level of motivation and sustained discipline to provide a high level of service or program delivery for client
- Able to handle sensitive inquiries with tact and discretion
- Able to resolve conflicts related to relevant service or program delivery activities without assistance under general supervision.
- Understands and interprets complicated guidelines and procedures
- Resolves problems requiring practical application of guidelines. Responsible for own schedule, contacting more senior staff only to seek specialised help or notify progress of work.

Personal characteristics:

- A desire to support elderly people to live valued and meaningful lives.
- Punctual and reliable
- Caring and attentive
- Considerate of the needs of others

Internal and External Relationships

Manager Home Support: ○ Team meetings

Case Manager: ○ Client introductions and supervision as needed

Acceptance

Please indicate that you have read and understood the position description, as well as your acceptance, by signing below.

Manager

Name:

Title:

Date:

Employee

Name:

Title:

Date:

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Prepared by: Human Resources

Version: 2

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Approved by: Manager Home Support

Date: 1/5/07

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