



HOME CARE PROGRAM

JD81 Home Care Worker

POSITION DESCRIPTION:

- The Home Care Worker assists home care clients of The Society of Saint Hilarion Inc. Aged Care to live as independently as possible in the community by providing personal care services, domestic assistance, social support and respite services.
- The Home Care Worker understands and upholds the Vision, Purpose and Values of The Society of Saint Hilarion Inc. Aged Care.
- The Home Care Worker practices with and under the direction and indirect supervision of the Home Care Service Coordinator and the Clinical Nurse – Home Care Program for all delegated functions.

QUALIFICATION REQUIREMENTS:

- Holds a Certificate 3 in Aged Care, Community Care or Disability Services (or equivalent) as a minimal requirement.
- A current SA Driver's Licence and use of an appropriate reliable comprehensively insured vehicles is essential (reimbursement for work related travel applies).
- A current National Police Certificate or equivalent.

AWARD/SALARY:

The Society of Saint Hilarion Inc. Aged Care Sector Union Collective Agreement 2007-2010.

ACCOUNTABLE TO:

- Director of Care Services
- Clinical Nurse – Home Care Program
- Home Care Service Coordinator
- Common Standards – Community Care.
- Aged Care Act, 1997 and the Principles under the Act.

LIAISES WITH:

- Home Care Service Coordinator
- Clinical Nurse – Home Care Program
- Home Care Workers – Peers
- Home Care Program Maintenance Officers.



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RESPONSIBILITIES:

- Delivery of home care to allocated home care clients as directed by the Home Care Service Coordinator and in accordance with the policies of The Society of Saint Hilarion Inc Aged Care. Aspects of care include:
 - Activities relating to personal hygiene and grooming.
 - General household cleaning and environmental maintenance tasks.
 - Social support activities e.g. shopping or attendance at community events.
 - Activities related to the maintenance or improvement of health and well being.
 - In home respite services.
- Has an awareness and empathy towards people from a non-English speaking background.
- The maintenance of all records in accordance with Saint Hilarion policy, statute legislation and / or as per directions by the Senior Staff.
- Delivering care and / or activities as specified in the client care plan and service agreement with some flexibility to meet the expressed wishes of the client within the delegated level of responsibility and within policy guidelines.
- Attend compulsory staff meetings and education seminars and participate in other relevant meetings/education sessions as required.
- Participate in further education relating to aged care and safe work practices.
- Assist in the evaluation of the client's progress and reporting changes in health or well being status of the client to the Home Care Service Coordinator.
- Notify the Home Care Service Coordinator when client's relatives/significant others require information about care.
- Ensure privacy and dignity at all times when dealing with clients.
- To engage in practice which enhances the integrity of the client by respecting values, customs and spiritual beliefs. Provide care that enables spiritual, emotional and cultural needs to be met and promote client's self esteem and independence.
- Perform all other duties as requested by the Home Care Service Coordinator or Clinical Nurse – Home Care Program.
- Utilise time and resources effectively.
- Can evaluate own personal performance in line with previously set long and short term goals - which must be congruent with the Organisation's stated purpose and values.
- Complies with the set Code of Ethics and Code of Conduct.
- Functions in accordance with the Legislation and Common Law affecting home care services.
- Acts to rectify unsafe work practices or unethical conduct.
- Practices within own abilities and qualifications.
- Uses and promotes effective communication and interpersonal skills.



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PROBATION:

A probationary period applies to all new employees.

APPRAISALS:

New Employees:

An Appraisal assessment, which considers performance, competency and training needs will be undertaken prior to completion of probationary period.

Existing Employees:

Employees will be assessed annually (or as otherwise directed) by the Director of Care Services or delegate.

(Refer: 1.3 Performance Appraisal/Competency Assessment policy/procedure).

WORK HEALTH & SAFETY RESPONSIBILITIES:

WORKERS RESPONSIBILITIES

- Immediately report hazards & accidents/incidents/near misses to the Home Care Service Coordinator or Clinical Nurse – Home Care Program.
- Adhere and be familiar with the Work Health and Safety Act, Regulations, Codes of Practices, company health and safety policies/procedures/safe work practices/safety rules/emergency procedures and use of fire fighting equipment.
- Participate in regular workplace hazard inspections and implement the recommended corrective actions to minimise risk to health and safety of all persons.
- Reporting all equipment malfunctions to appropriate personnel.
- Attend and participate in health and safety training.
- Demonstrate safe manual handling principles and postures as documented.
- Use plant, equipment and substances only as trained and authorised.
- Maintain work area in an orderly and safe condition.
- Support injured workers in the rehabilitation and return to work process.
- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, as far as reasonably able, with any reasonable instruction given by a person conducting a business undertaking* (PCBU) to allow the PCBU to comply with the model WHS Act.
- Cooperate with any reasonable policy or procedure of the PCBU which relates to work health or safety and that has been notified to workers.

* The most direct PCBUs for the Home Care Worker is the Home Care Service Coordinator and the Clinical Nurse – Home Care Program.



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QUALITY ASSURANCE:

Assist with ensuring compliance, implementation/review of the Standards and Guidelines for Home Care Program services with The Society of Saint Hilarion Inc. Aged Care's Quality Systems by:

- Observing, promoting and encouraging Quality Assurance practices.
- Contributing to and participating in the facility's Continuous Improvement program.
- Assisting in regular and effective Quality Assurance audits, and implementing steps to introduce corrective actions, where applicable.
- Observing Quality Assurance requirements during the induction of new staff and when staff are given new tasks.
- Take an active and cooperative role in supporting employees from non-English speaking background and those with limited literacy and respect the varying cultural backgrounds of employees and residents.

Employee Name (print clearly): _____

Employee Signature: _____

Date: _____

St Hilarion Representative Name: _____

Representative Signature: _____

Date: _____