

Position Description

Title	Personal Care Attendant
Business Unit	Engagement Hub
Location	101 Carlisle Street, St. Kilda VIC 3182
Employment type	Part-time (48 hours per fortnight), Maximum term
Reports to	Team Leader, Engagement Hub

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Engagement Hub has been developed to provide a space that is effective at engaging people living with serious mental illness and are homeless or socially isolated. The service provides a focus on engaging the most disadvantaged and marginalized members of the community.

The Personal Care Attendant (PCA) will work collaboratively with other members of the Engagement Hub staff to support participants. The PCA will undertake a range of routine activities to support

- program operations,
- Participants accessing the program.

2. Scope

Budget:

Nil

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People:

- nil
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3. Relationships

Internal

- Program Manager
- Team Leader
- Other Engagement Hub staff
- Uniting Volunteers

External

- Service Users
 - Staff members of community partners (e.g., Port Phillip Community Group, Alfred Health)
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4. Key responsibility areas

Service delivery

- Work with empathy, positive attitude, behaviour and respect for clients and colleagues and maintain absolute confidentiality of all information.
- Engage with program participants in a respectful manner.
- Develop awareness and understanding of participants' needs and maintain confidentiality of information.
- Provide information and practical support for participants.
- Support service delivery by assisting with ancillary tasks (e.g., setting up, cleaning up)
- Support documentation of participant status (e.g., attendance, changes in physical condition or mental health) in the form of tick lists, case notes and handover, both written and verbal.

Administration and Finance

- Maintain file records and data collection processes as required. Undertake other duties as directed by the line manager.

People and teams

- Working effectively, supportively and co-operatively with other staff members in one-to-one interactions, team meetings and in the daily work of the program.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).

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- Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
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5. Person specification

Qualifications

- Certificate II in Community Services or equivalent.
- Current CPR certification.
- Valid Police and Working with Children Check.

Experience

- Significant experience working with persons living with severe and enduring mental ill health

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Demonstrated ability to work collaboratively and productively within a team.
 - Well-developed time management and organisational skills.
 - Capacity to support documentation and data collection processes as required.
 - Demonstrated commitment to appropriate supervision and professional development.
 - Basic computer skills.
 - Current Driver's License.
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6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date:

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