

Position Description

Title:	Support Worker
Business Unit:	Aged and Carer Services, Goulburn North East
Location:	Wangaratta and Wodonga
Employment type:	Casual
Reports to:	Respite Cottage Supervisor/Respite Coordinator

About Uniting

Uniting works 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.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (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

Position purpose

The Respite Cottages provide carer with a break while providing access for the person they care for to be supported overnight in the cottages and enjoy group activities and outings. The cottage respite is available to older people and adults with a disability.

This position will support the clients to participate and engage in the cottage respite activities and be supported in their personal care needs.

Scope

Budget: • Nil

People: • Nil

Relationships

Internal:

- House Supervisor and Respite Coordinator
- Support worker team
- Clients and Carers
- Volunteers

External

- Department of Health and Human Services
- Other service providers
- General public

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Support Worker - Respite Cottages.



Key responsibility areas

Service delivery

- Provide a range of personal assistance tasks including but is not limited to, assisting with hygiene care, dressing, and mobility.
- Support client to participate in activities based on assessed need, client preferences and cultural interests as outlined in the clients' Service Plan and in accordance with wellness and enablement approach.
- Ensure that a clients' dietary requirements are monitored and adhered to.
- Assist in meal preparation as required ensuring compliance with the requirements of the food safety program.
- Undertake household duties to maintain a safe, healthy and clean environment and accompany participants on outings in the community
- Liaise with and provide support and information to carers as required.
- Use a team approach and comply with designated duties to ensure effective, efficient and superior services are delivered.
- Participate in the ongoing care planning and review of individuals participating in the Program and ensure that all relevant documentation is accurate and up-to-date

Quality and risk

- Contribute to continuous quality improvement initiatives of the program and Uniting Victoria & Tasmania's
- Adhere to the appropriate Safe Work Practices when undertaking specific tasks or usage of specific equipment.
- Ensure appropriate actions are taken to observe current OHS legislation, relevant regulations and Uniting policy and associated procedures.
- As an employee be responsible for work health and safety practices of self and all people you may come into contact with during employment.

Personal accountability

- Operate in a manner consistent with Uniting Victoria & Tasmania's values and within the employee Code of Conduct; abide by Uniting Victoria & Tasmania's policies and procedures.
- Ensure that confidentiality of Uniting Victoria & Tasmania's clients and commercial data is respected at all times.
- Comply with the principles of equal employment opportunity to ensure a workplace free from harassment and unlawful discrimination.
- 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..
- 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.
- Monitor and review any changes to the needs of clients and / or carers and report any changes to the House Supervisor.
- Ensure that any client feedback, complaints / compliments and incidents are reported.

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Performance indicators

- Clients will be engaged in activities of choice
- Clients personal Hygiene needs are attended to promptly
- All Client documentation is completed before end of shift.
- All policies and procedures and guidelines are adhered to
- Required training and meetings are attended.

Person specification

Qualifications

- Equivalent to VET Certificate III in relevant studies, or equivalent knowledge and experience.
- Food Safety Level 1.
- First Aid Level 2.
- Administration of Medication unit CHCCS305C.

Experience

- Demonstrated experience working with dementia specific clients or dementia specific training.
- Experience working with older people and people with a disability.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- Understanding and experiences in the delivery of services based on the principals of enabling and promoting client independence.
- Have a working knowledge of the process through which an aged or disabled person identifies their goals and aspirations and person-centred plans are developed.
- Understands and follows individual support plans to address a persons goals and health and wellbeing
- Able to provide an excellent standard of personal care, living skills, transport, social and other supports.
- Have good computer skills and the ability to use and quickly learn new computer programs
- Previous experience in administering medications and providing assistance involving precise and complicated procedures.
- Gathers information through awareness and observation.
- Supports necessary referrals
- Basic cooking skills
- Able to work all shifts.

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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **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.

Employee

Manager

Name:

Signature:

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