



POSITION DESCRIPTION

Casual Home Care Worker

Accountable to:	Disability Coordinator
Conditions:	Casual subject to satisfactory work performance and funding and determined through ongoing monitoring and formal performance appraisal: <i>Probationary Period Performance Appraisal</i> , at end of 6 months employment, and <i>Annual Performance Appraisal</i> , every 12 months thereafter if applicable.
Hours of Work:	Casual Mon-Sun. Out of hours work required
Award Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 Home Care Employee Level 3
Salary:	Dependent on qualifications and experience. 9.5% superannuation. No leave loading or salary sacrifice is applicable.

Background

The name Wathaurong (Wadda wurrung) is a recognised tribe (community) which consisted of some 25 clans (family groups) that formed part of the Kulin Nation of Aboriginal people.

The traditional boundaries of the Wathaurong people span the coastline from the mouth of the Werribee River to Lorne peninsula and traverse inland in a north westerly direction towards Ballarat. The Wadda wurrung people have lived within these regions for more than 25,000 years.

As custodians of the Wathaurong lands, we are committed to working together to provide a secure future for our community by upholding the dignity of our ancestors; respecting our Elders and instilling a sense of cultural pride and belonging for our children and children's children.

The Wathaurong Aboriginal Co-operative Ltd was formed in 1978 and achieved formal registration in 1980. It was established to support the social, economic, and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas.

The Wathaurong Aboriginal Co-operative provides a range of services including; family and community services, support to young people, justice support services; cultural heritage services, and health services. From time to time the organisation also undertakes special projects and economic development opportunities.

In 2004 the Wathaurong Aboriginal Cooperative expanded to include a community controlled health service, which contributes toward addressing the inequality in health status of Aboriginal people. The Wathaurong Health Service provides clinical and primary health care services and has adopted a holistic approach to healthcare in the Aboriginal community.

Wathaurong Aboriginal Co-operative Ltd is the largest employer of Aboriginal people within the Geelong region.

Goals of Position

1. To provide assistance with personal care and domestic duties in a culturally appropriate manner to NDIA/HACC clients.
2. Services are to be delivered safely within strict guidelines of OH&S
3. Services are to be delivered in line with the Active Service Model (ASM).

Duties & Responsibilities

- Food preparation and household chores.
- Assistance and support with all ADL's (activities of daily living)
- In accordance with the ASM you will also be required to support the client to maintain optimal level of independence within their own home, encouraging and empowering them to do what they can and respecting their home and cultural needs and wants.
- Liaise with Disability coordinator re: jobs calendar
- Ensure that appropriate client records and data on the services provided is maintained
- Carry out regular evaluations of consumer needs and service delivery
- Practice of and adherence to OH&S standards
- Practice within the ASM guidelines.

Administration

- Recording and invoicing of jobs as required
- Regular maintenance of vehicle log book

Staff Meetings

- Staff Meetings as required
- Team Meetings

Other Duties

- Other duties as directed by the Disability coordinator and consistent with the overall goals and responsibilities of this position

Performance and Accountability Requirements

- Adherence to organisational goals, objectives, Policies and Procedures and professional standards
- Regular briefings/Supervision with Disability coordinator
- Probationary and Annual Performance Appraisal

Continuous Quality Improvement & Risk Management

- Commit to providing quality service through taking personal responsibility for adhering to current standards of practice including the ASM.
- Participate in external review requirements such as accreditation and risk management to enhance continuous quality improvement
- Participate in appropriate registered activities within the Co-operative
- Ensure the health and safety of employees and other persons within the work environment
- Report all hazards, accidents or incidents which have resulted or may result in an injury to others or damage to property
- To be familiar with emergency and evacuation procedures and to participate in regular training in safety procedures

Key selection criteria

Essential

1. Suitable qualifications relevant to the delivery of personal care/disability support
2. Demonstrated knowledge of and affinity with the local Aboriginal community
3. Knowledge and understanding of the key issues confronting the elderly and people with disabilities
4. Understanding of the role of Quality Improvement in organisations
5. Experience working or liaising with mainstream agencies
6. Suitable communication, writing, computer skills
7. Demonstrated ability to work effectively and cooperatively as part of a team
8. Current Victorian Drivers Licence

Desirable

1. Identifies as Aboriginal and/or Torres Strait Islander

Confirmation and Agreement

Signing of this Position Description, confirms appointment to the Position and agreement of incumbent (Position Holder) to perform all duties and responsibilities as outlined above and in accordance with the requirements of this position.

Employment is subject to 'Working with Children Check' clearance.

Position: *Home Care Worker*

Position Holder:

Signature: _____
Home Care Worker

Date: _____

Signature: _____
Kym Monohan
Community Services Manager

Date: _____

Signature: _____
Rod Jackson
Chief Executive Officer
Wathaurong Aboriginal Cooperative Ltd

Date: _____