

<b>Position Title:</b>	Home Care Worker
<b>Reports To:</b>	CHSP Coordinator
<b>Direct Reports:</b>	None
<b>Directorate:</b>	Nursing, Midwifery & Allied Health
<b>Classification:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020 <i>and subsequent agreements</i>
<b>Employment Conditions:</b>	As per Award
<b>Qualifying Period:</b>	6 months from commencement date.

### Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Warrung People of the Kulin Nation and services the Central Goldfields and Pyrenees Shire with campuses in Avoca, Dunolly and Maryborough. The strong clinical and social links between the three campuses ensure that qualified staff who are committed to high standards of person-centred care for the community. MDHS is one of the largest employers in the region, providing the perfect setting to become part of our team and community.

### Our Vision

Changing the healthcare story with our community.

### Our Values



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

### Our Promise

- Seeking to understand you as a person, not as a condition.
- Caring for you with compassion and kindness.
- Treating you fairly and respectfully, on every occasion.
- Keeping you safe and informed with open and honest communication.

## The Position

To provide a safe and effective, pro-active person centred service tailored to each client's needs, goals and preferences

In accordance with clients' service plans, you will ensure that client's rights, cultural, spiritual and other individual needs are incorporated in all aspects of care and daily living

## Key Responsibilities

The Home Care Worker will:

- Provide safe and effective services supporting the emotional and physical well-being of clients to enable people to live the best they can in their own home in accordance with the plan including:
  - personal care - bathing, showering, personal hygiene, oral care, nails and grooming
  - bed making
  - toileting including continence support by assisting with the use of continence products
  - support for client mobility and dexterity support
  - safe transfers of clients– including the use of mechanical aids
  - maintenance of client's environment – clean and tidy
  - distribution of clean laundry/ personal attire
  - transporting clients
  - individual and community support
  - communication/ assistance with aids
  - information recording
  - cleaning of equipment, aids, utensils in work areas (including personal possessions)
  - assisting with shopping and meal preparation
- promote a healthy and active aging by “doing with” not “doing for” each client
- advising the CHSP Coordinator any significant change in the client's participation, engagement, health, behaviour or emotional well being
- ensuring the client is aware of their rights and that their rights are protected at all times
- assist with other duties such as deliveries, on line training, administration, office assistance as directed by the CHSP Coordinator
- Work positively and collaboratively with other staff and qualified practitioners to provide person centred service and support that is safe and effective
- Listen, with empathy, to the client and their representatives about the client's needs, goals and preferences
- Support, within the scope of the role, each client's right to make their own decisions to manage their day to day life as well as they can and to enable them to remain living in their own home.

## Generic Responsibilities

**Code of Conduct:** The MDHS Code of Conduct is binding on all members of our team. Contravention of a provision in the code may constitute misconduct and / or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Staff Grievance Resolution Counselling and Discipline Policy.

**Compliance with policies and procedures:** All MDHS policies and procedures are located on PROMPT. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety:** Every member of our team has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with MDHS OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control:** Every staff member has the responsibility to minimise incidents of infection / cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in MDHS's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality:** All information concerning MDHS, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement:** MDHS is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a MDHS employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the relevant framework.

**Diversity:** Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff. Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

#### **Pre-Employment Security Screening:**

- A valid Employee Working with Children Check is required for all positions.
- A valid National Criminal History Check is required for all positions which is to be completed every 3 years.
- A valid NDIS Workers Screening will be required for workers identified as working within a risk assessed role.

**No-Smoking Policy:** To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

### **Key Selection Criteria**

#### ***Essential***

- Satisfactory police check and the right to work permanently in Australia
- Current driver's licence

#### ***Desirable***

- Certificate III in Individual Support (Ageing) or Certificate III in Aged Care or a Certificate III in Disability or other related discipline  
Current First Aid Certificate
- Food handling certificate
- Previous experience in a personal carer role

#### ***Skills***

- Time management skills to manage own workload to complete tasks within the allocated time
- Basic cooking skills

#### ***Personal Attributes***

- Ability to build positive relationships with residents and their representatives
- Commitment to work collaboratively as a positive and productive team member
- Demonstration of integrity, calmness and personal resilience
- Commitment to provide person centred customer service
- Commitment to a problem solving approach to managing risks.

#### ***Special requirements***

- Willingness to use own motor vehicle, that must be registered, insured and road worthy.

### **Performance Indicators for this Position**

- To meet the minimum requirements of the position as stated in this Position Profile and as expressly agreed with your Manager

- To meet the objectives as agreed in your Performance Review and Development Plan
- Meet the objectives in your Continuing Professional Development Plan
- Completion of all prescribed annual competencies

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### **Additional Information**

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory training.
- Redeployment to other services and sites within MDHS may be required.

## Functional Job Description Physical Demands of the Position Checklist

This form is to be completed by the recruiting manager. Its purpose is to assist MDHS to develop the employer roles Functional Job Description.

<b>JOB TITLE</b>	Home Care Worker
<b>JOB FUNCTION:</b> (Provide a brief description of the roles requirements)	To provide a safe and effective, pro-active person centred service tailored to each client's needs, goals and preferences  In accordance with clients' service plans, you will ensure that client's rights, cultural, spiritual and other individual needs are incorporated in all aspects of care and daily living
<b>DEMANDS OF THE Role (Where relevant indicated frequency of exposure)</b>	
<p>Constantly (C) = 67% - 100% of the time                      Frequently (F) = 34% - 66% of the time</p> <p>Occasionally (O) = 6% - 33% of the time                      Rarely (R) = 0% - 5% of the time</p>	

Work Organisation		Physical Demands	
<b>C</b>	Average hours of shift Describe: 6 - 8 hours	<b>R</b>	Working at heights/climbing
<b>C</b>	Average hours worked per week Describe: up to 38 hours	<b>O</b>	Manual handling (floor to waist level How many kg: < 5kgs
<b>Working Environment</b>		<b>O</b>	Manual handling (floor to shoulder level How many kg: < 5kgs
<b>O</b>	Noise	<b>O</b>	Manual handling (waist to waist level How many kg: <5kgs
<b>R</b>	Working in confined spaces	<b>R</b>	Manual handling (to overhead level How many kg:< 5kgs
<b>O</b>	Walking on uneven ground	<b>F</b>	Grasping / Gripping
<b>O</b>	Working in hot environment	<b>F</b>	Repetitive tasks: Describe: Dosteci and Personal Care Duties
<b>Equipment Operations</b>		<b>F</b>	Bending / stooping
<b>O</b>	Operation of machinery Describe: Vacuum	<b>R</b>	Shovelling / digging
<b>O</b>	Computers: Seated or Standing (Circle)	<b>O</b>	Sitting for long periods How long: Less than 30 minutes
<b>F</b>	Driving	<b>F</b>	Standing for long periods How long: 1 – 1.5 hours
<b>R</b>	Night Driving	<b>R</b>	Walking for long periods How long?
<b>F</b>	Need to distinguish different colours	<b>F</b>	Repetitive hand/arm movements below shoulder height
<b>F</b>	Use of hand tools Describe: vacuum, Broom, Mop	<b>O</b>	Repetitive hand/arm movements at or above shoulder height
<b>Hazardous Substances</b>		<b>F</b>	Pushing / pulling Describe: DA Duties
<b>F</b>	Working with chemicals: Describe: Recommended Cleaning	<b>R</b>	Squatting: repetitive / sustained
<b>F</b>	Exposure to fumes/dust: Describe: Performing Domestic Assistance	<b>F</b>	Vacuuming / sweeping / mopping How long: 30 – 60 minutes
<b>R</b>	Other exposures Describe:	<b>F</b>	Wiping down walls / tables ect
<b>Other Potential Risk Factors:</b> As per above job function.			

## Acknowledgement

I acknowledge:

- That I have read and fully understand the Position Description.
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

**Name (please print)**

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**Signature**

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**Date**

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