

Position Description



Position Title:	Domestic Assistant Worker
Department:	Home Care
Position Commencement Date:	11/4/2022
Relevant Industrial Award:	Victorian Public Sector (Health & Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 – 2020
Classification	PWI
Employment Type:	Part time
Probationary/Performance Review due by:	A six month probationary period will apply to this position. Incumbents will be required to attend a probationary review meeting 3-6 months from commencement.

Health Service Overview

Hesse Rural Health is a key integrated rural health care provider located within the three local government areas of Surf Coast, Colac Otway and Golden Plains. The organisation provides a broad range of services which include: Aged Residential including Dementia Specific Care, Sub-Acute Hospital, Urgent Care, Community Health, Health Promotion, District Nursing, Allied Health, Palliative Care, Home Support Program, Home Care Packages, Social Support Program Groups, Facilitated Play Groups and Occasional Child Care.

Services operate from sites at Winchelsea, Beeac, Rokewood and Bannockburn. Hesse provides a community based, multi-disciplinary team approach to the identified health needs of the population and aims to promote the wellbeing of the rural community it serves.

Position Summary

The Domestic Assistant Worker provides home and community based supports to consumers living in Winchelsea and surrounds, who have been assessed for entry level supports under the Commonwealth Home Support Program. Services are delivered in accordance with an assessed care plan and accompanying task list, and include assistance with domestic tasks within the home, such as vacuuming, washing, changing beds. Tasks may also include unaccompanied shopping for the consumer, which is undertaken and delivered to the consumer's home.

Organisational Relationships

Accountable to: Community Services Manager

Line Manager (if relevant): Home Care Coordinator

Direct reports: Nil

Liaises with: Home Care Coordinator and Case Managers, Health Care Workers, Administration and reception staff

External Stakeholders: Consumers, Nominated representatives and family of consumers, other identified service and contracted professionals

Specialist Skills, Knowledge, Roles & Responsibilities

- Provide a range of care tasks within the consumer’s home and the community in accordance with the Care Plan and Task List
- Competently and confidently perform all home care tasks in line with Hesse’s manual handling requirements
- Enhance consumer’s independence and support consumer preferences and choices where possible whilst meeting the Care Plan
- Maintain the confidentiality and privacy of consumer information at all times
- Show empathy to consumers and maintain their personal dignity
- Maintain boundaries to ensure a professional relationship between Hesse and the consumer at all times
- Follow infection control principles whilst in the consumer’s home, including handwashing and hand sanitising
- Report to Home Care Case Managers any hazards, incidents, complaints, compliments or near misses and ensure relevant documentation and a Riskman, if relevant, is completed.
- Report to Home Care Case Managers any concerns regarding the wellbeing of the consumer, such as a change in health or condition.
- Complete all required routine documentation as applicable, such as attendance sheets.

Other Relevant Requirements

- Employment is subject to a satisfactory national Police Check and Working with Children Check.
- All staff must complete a Statutory Declaration in keeping with the requirements of the *Aged Care Act 1997* relevant to any spent convictions for murder or sexual assault.
- Persons who in the course of their duties are required to drive a HRH vehicle, must provide a copy of their current driver’s license. Loss of license or any license infringement must be reported to management immediately.
- The completion of a pre-existing injury or illness declaration is a requirement prior to appointment.
- All employees of HRH are bound to work according to: the policies and procedures of HRH, the relevant industrial agreements and Fair Work Act that provides the terms and conditions of the appointment, any Scope of Practice and professional codes of conduct relevant to the professional role, the HRH Employee Code of Conduct and the Victorian Code of Conduct for Victorian Public Sector Employees.

Key Selection Criteria
<ul style="list-style-type: none">• Previous cleaning experience• Previous experience in the Home Care or Aged Care sector desirable• Current Driver License essential• Respectful communication skills• Responsive to consumer needs• Demonstrated ability to be punctual and reliable• Ability to work unsupervised• Level 2 First Aid advantageous
Organisational Values
<p>Inclusiveness – <i>we welcome everyone</i></p> <p>Person Centredness – <i>we are committed to finding what’s important to the individual</i></p> <p>Integrity – <i>We undertake accountable and transparent practice</i></p> <p>Excellent – <i>we strive to be the best we can be</i></p> <p>Creativity – <i>We aim to provide innovative leadership into the future</i></p>
Occupational Health and Safety
<p>All staff are expected to:</p> <ul style="list-style-type: none">• Comply with safety instructions in their work environment and to familiarise themselves with OHS procedures.• Be familiar with all emergency evacuation procedures and as necessary undertake the fire warden role relevant to workgroup.• Take care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.• Seek guidance about new or modified work procedures.• Ensure any hazardous conditions are eliminated or minimised and that near miss incidents and injuries are reported to Line Manager.• Undertake responsible people management taking into consideration their health and safety and support the actions contained in HRH OHS policies.

Infection Control
An effective, integrated organisation wide infection control program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position and to adhere to the organisations infection control prevention policies and procedures at all times. Hesse's provides an immunisation program that follows the recommendations of the Australian Immunisation Handbook and is relevant to the duties and responsibilities of the workers role. Mandatory vaccination requirements apply for COVID-19 and influenza.
Education
HRH is committed to professional development and continuous learning. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural health service.
Mandatory Competencies
All staff must undertake compulsory training for their workgroup as outlined according to the annual Compulsory Training Table.
Health and Wellbeing
The health and wellbeing of employees is a priority for HRH and it is an expectation that employees recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. A culture of trust that promotes positive mental health and wellbeing through respect, supportive leadership, employee participation, positivity and shared decision making is expected.
Confidentiality
Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of HRH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action.
Quality and Risk Management
<ul style="list-style-type: none"> • Provide high quality care in services delivered as a priority. • Utilise a partnership approach with consumers to build effective relationships and respect client rights for choice. • Go beyond compliance to pursue excellence in care and services. • Speak up and raise concerns and issues, promoting a culture of transparency. • Share information and learnings regarding clinical safety. • Regularly update their skills and knowledge to provide and support the best care and services possible.

Position Description

- Understand and work to achieve quality compliance obligations in line with standards set by the organisation and by external quality regulators such as the National Safety and Quality Health Service Standards and Aged Care Quality and Safety Commission.
- Actively monitor and improve the quality and safety of their care and services.
- Practice in culturally safe and appropriate manner respectful of diverse populations.
- Contribute to a culture of safety, transparency, teamwork and collaboration.
- Support and promote a culture of safety and quality.

Special Requirements

None noted.

Incumbent Statement

I, _____ have read, understood and accept the above Position Description.

Signed: _____ Date _____

Copy to staff member: Yes No

Manager Authorisation:

Name: _____

Signature: _____

Date: _____