

Position Description



Position Title:	Health Care Worker – Home Care Program
Department:	Community Services
Position Commencement Date:	
Relevant Industrial Award:	Victorian Public Sector (Health & Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 – 2020
Classification	
Employment Type:	
Performance Review:	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 Care Packages, Planned Activity 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.

Home Care Packages is a program area funded by the Commonwealth Government. It offers consumers a flexible and integrated range of care and support services for older people with complex needs, to enable them to remain living safely at home, whilst maximising their independence and quality of life. Types of services that may be provided can include transport for shopping or appointments, social support, domestic assistance such as cleaning and laundry, personal care assistance such as bathing and showering, assistance with medication administration, nursing care, provision of meals and attendance at social day programs.

Position Summary

The role of the Health Care Worker (Home Care) is to support recipients of home care packages to maintain their independence by directly assisting them with a range personal care, domestic and community living tasks in accordance with agreed identified needs and services as documented within the care plan. The assistance and level support provided will be in keeping with principles of the Active Service Model. The community care worker will undertake their work in the home or environment of the service user. The position is supervised by the Home Care Coordinator and operates within the Community Services program area.

Organisational Relationships	
Reports to:	Home Care Coordinator
Accountable Manager:	Manager Community Services
Liaises with:	Health Care worker peers, Administration, other internal staff as appropriate
External Stakeholders:	Families, Carers, Consumers, other identified service and contracted Professionals.
Specialist Skills, Knowledge, Roles & Responsibilities	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Carry out the delivery of quality care at all times in a holistic manner in accordance with the required scope of practice, standards, policies, procedures and client assessed needs. • Provide a range of personal care tasks for service users, such as assistance with personal hygiene, mobility and monitoring of medication based on the identified needs in the consumer direct plan. • To provide all care in a dignified manner and in accordance with consumer directed care plan. • To assist the service user with a range of domestic living tasks such as household cleaning, meal preparation and laundry based in line with the consumer directed care plan. • To assist the service user to maintain a safe and hygienic living environment. • To assist the service user with community activities of daily living such as shopping, banking and transport. • To encourage service users to participate in recreational and leisure activities • To provide social support and encourage social connection and engagement between the service user and their community. • To promptly report equipment that requires maintenance and repair works • To document clearly, concisely and accurately in case files as required • Recognises, responds and reports any changes in the clients condition or functional ability to the Home Care Coordinator • To participate in the review of care plans as required. • Maintains skills and clinical competencies relevant to the Health Care Worker (Home Care) scope of practice. • Undertakes all tasks with consideration to effective infection control practices as outlined in policies and procedures 	

- Undertakes all client care and provides services in a manner consistent with safe smart lift and manual handling practices
- Recognises, responds and reports any signs of client elder abuse
- Other duties as directed

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

- Nationally recognised Certificate III or IV level qualifications in Aged Care, Individual Support or Home and Community Care.
- Awareness and support of the philosophies of healthy ageing and consumer directed care
- Ability and willingness to undertake repetitive and physically demanding tasks
- Ability to work independently, prioritise time and display an organised approach to work practices.
- Effective interpersonal skills
- Current Victorian Driver's Licence

Organisational Values

INNOVATION - embracing new ideas that lead to success

INTEGRITY- be open and honest and do the right thing for the right reasons

CARING - displaying kindness and empathy

ACCOUNTABLE- taking responsibility for our own actions

RESPECT- value the rights and wishes of others

EXCELLENCE- committed to being the best

Occupational Health and Safety

All staff are expected to:

- 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.

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. • 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: _____