

Family Based Care Association North West Inc

Position Description

Home Care Worker

Position details:

1. Home Care Staff are employed by the Board of Management of Family Based Care Association North West Incorporated.
2. The role is a part-time position. Hours of work are on an as needs basis, Monday to Friday.
3. Work is carried out in Client's homes.
4. Positions are situated throughout the 64 telephone region.
5. Home Care Staff are employed under and in accordance with the Family Based Care Association North West Inc. Support Staff Enterprise Agreement 2009.

Levels: -

Level 1, Grade 1

An employee with appropriate previous experience and who holds or is working toward a Certificate 2 in Asset Maintenance (Cleaning) or equivalent. Progression from Grade 1 to Grade 2 shall occur at the employee's anniversary date subject to satisfactory performance assessment by the employer.

Level 1, Grade 2

An employee with at least twelve months experience in providing home care services and who holds a Certificate 2 in Asset Maintenance (Cleaning) or equivalent. Progression from Grade 2 to Grade 3 shall occur at the employee's anniversary date subject to satisfactory performance assessment by the employer.

Level 1, Grade 3

An employee with at least two years experience in providing home care services and who holds a Certificate 2 in Asset Maintenance (Cleaning) or equivalent.

Tasks of the Home Care Worker:

1. Perform home care tasks as specified within an individual Client's care plan and at a level of quality consistent with best practice principles. Tasks may include the following activities – cleaning, vacuuming, dusting, washing and ironing, sweeping paths, defrosting of refrigerators, emptying and cleaning of commodes, shopping (without the client), organising appointments, assistance with care of pets and care of indoor and outdoor pot plants and other tasks of a domestic nature.
2. To provide regular feedback to the Coordinator as to the safety of equipment and appliances used in the clients' home.

3. To perform duties in a manner which ensures both his or her own safety and the safety of their client. Works within the Occupational Health and Safety guidelines at all times.
4. Undertake a formal induction/ orientation program on commencement and participate in all compulsory training.

Level of Responsibility:

1. All Staff are responsible to the Service Manager of Family Based Care for the satisfactory completion of all assigned duties.
2. Staff are required to work in accordance with the Support Staff Handbook and the established policies and procedures of Family Based Care, as may be varied from time to time.
3. Staff are required to behave in a manner which embraces the Mission Statement, Principles and the Code of Behaviour of Family Based Care.
4. Staff are required to work with limited direct supervision as part of a team.
5. Staff will consult with the relevant Coordinator prior to alteration to tasks.
6. Staff will provide regular feedback to the relevant Coordinator on Client care need.
7. Staff will attend all compulsory skill development training.
8. Staff will apply safe working principles at all times as defined by OH&S policy, guidelines and legislation.

Selection Criteria:

Essential;

1. Minimum standard of a Certificate 2 in Asset Maintenance (Cleaning) or working towards a Certificate 2 in Asset Maintenance and/or willing to obtain and/or experience in paid or voluntary home help work.
2. Current Tasmanian drivers licence.
3. Recent Police Check.

Desirable;

1. Demonstrate knowledge of, and experience in, performing domestic duties for the aged or people with a disability within their own home.
2. Understanding of confidentiality and rights of clients.
3. Ability to work with limited direct supervision and as part of a team.
4. Good verbal and written communication skills.

5. Good time management and organisational skills.
6. Ability to demonstrate initiative and provide feedback to Coordinators.

Stephen Daley
President