

YASS VALLEY AGED CARE

POSITION DESCRIPTION – Home Care Employee



POSITION: Home Care Employee

RESPONSIBLE TO: The Home Care Co-Ordinator / CEO

A home care employee is responsible for providing personal, physical, and emotional support to individuals who require assistance with daily living activities in their home. The core aim is to promote a client's wellbeing, independence and quality of life in their familiar surroundings.

RESPONSIBILITIES AND DUTIES:

General, Infection Control & WH&S

1. To assist in the provision of comprehensive direct care to consumers in the community under the supervision and guidance Home Care Co-ordinator.
2. To identify and report any areas in which the quality of care of our consumers could be increased and assist in the planning and implementation of changes to consumers care plans.
3. To be aware of the needs of each consumer. Duties will include but not limited to:
 - Personal Care, assisting with showering, bathing, dressing, grooming and continence.
 - Domestic assistance, performing household tasks such as cleaning, laundry
 - Meal preparation – including meal preparation or food delivery
 - Transporting consumers to appointments and grocery shopping
 - Supporting consumers to participate in community activities, offering emotional support and engaging in conversation.
 - Documentation and reporting
 - Following individual care plans, observing and reporting changes in health.
4. To consistently display of a high standard of basic care within the context of physical, psychological and spiritual needs of the consumer
5. To maintain the tidiness and safety of immediate work areas and vehicles
6. Forster relationships, maintain good working relationships with staff, consumers and families.
7. To attend staff meetings and participate in education programs.
8. Practice appropriate hygiene control and follow universal precautions
9. Reports any faults, damage or breakages in equipment, fittings or building
10. Adhere to all policies and procedures

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Communication:

1. Always maintain and respect employee, consumer and organizational confidences.
2. A Friendly and communicative demeanour from home care employees contributes positively to the overall culture of the Community
3. Actively participate in meetings and discussions in a constructive manner.
4. Communicate with consumers and colleagues in a kind and caring manner, considering individual cultural and religious preferences.
5. Customer Service, have an interest in supporting others and providing exceptional levels of service in home care settings.

Self-Organisation:

1. Work as part of a busy team and be supportive of other team members.
2. Prioritise workload and use care resources effectively and efficiently
3. Efficient time management
4. Adhere to legislation pertaining to privacy and confidentiality and the handling of personal information.

Education, Training and Professional Development:

1. Participate in mandatory training as required by the organisation.
2. Actively pursue learning and skills development opportunities.
3. Participate in in-service and external training as part of professional development
4. Actively participate in annual performance reviews

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CORE COMPETENCIES:

1. Mission Focus

Understands the mission of Yass Valley Aged Care Limited and the key principles/behaviour underlying its values; can
Explain how the mission and principles relate to fulfilling their own role.

2. Continuous Improvement / Quality

Strives to deliver work of a high standard and seeks to enhance quality and implements own tasks according to procedures and monitors quality.

3. Flexibility

Adapts to changes in environment and work demands with some notice.

4. Integrity

Fulfils duties with honesty, consistency and impartiality to ensure work quality and enhance personal reputation.
Demonstrates openness and empathy - treats colleagues, clients and public with respect and sensitivity.

5. Initiative

Acts independently within scope of duties; looks for alternative ways to ensure work is completed.

6. Communication Skills

Taking time to listen carefully to information, clarifying content and communicating understanding.
In group situations, seeks to clarify individual and group understanding through appropriate questioning.
In difficult or conflict situations, reflects back the understanding of the message through paraphrasing and summarising.

7. Problem Solving

Able to define and solve everyday problems relating to work role; develops logical solutions.

8. Responsibility / Accountability

Accepts responsibility for actions and outcomes, work towards team goals at the local level.

9. Teamwork / Team Building

Accepts delegated tasks and works productively with team members when required.
Demonstrates an active role in the team and contributes ideas and suggestions when possible.
Works towards team goals.

10. Conflict Resolution

Acts calmly in conflict situations, so as not to escalate the problem; seeks to identify the key issues.

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WHS (Work Health Safety) RESPONSIBILITIES:

1. To have a duty to take all the care for which they are capable of for their own health and safety and others affected by their actions at work.
2. To comply with safety procedures and directions agreed to between management and employees.
3. To not willingly interfere with or misuse items of facilities provided for employees in the interest of their health, safety and welfare.
4. To have agreed with and acknowledge procedures for accident and incident reporting, Mandatory report requirements and to report potential or actual workplace hazards to the elected WHS representative.

CONDITIONS OF EMPLOYMENT

HOURS OF DUTY: By mutual agreement

WAGES: Paid by fortnightly direct transfer to an account nominated by the employee.

UNIFORM: A uniform allowance will be paid as provided for in the Nursing Home & Nurses (State) Award. Uniform and name badge can be arranged through the office and must be worn when received, navy blue enclosed shoes.

All staff are required to be familiar with and embrace the Mission Statement, Philosophy and Objectives of Yass Valley Aged Care, to be committed to the ideals of Continuous Improvement (CI) and be prepared to actively participate in our CI program. It is also a requirement that all staff be familiar with the content of the Policy and Procedure Manuals and attend compulsory fire lectures deemed to be compulsory when arranged.

In reading and signing this Position Description, I understand and acknowledge its contents

Employee's Name

Employee's Signature

Date

Witness Name

Witness Signature

Date