

# Position Description



## Organisation Context

Auburn Diversity Services Inc. (ADSi) is a community based, non-profit organisation established to promote the principles of multiculturalism, access, equity and social justice. It is committed for developing strategies which address the needs of all Australians, especially special needs groups such as refugees, women, youth, children, families, the elderly, the unemployed, the homeless and people with a disability.

ADSi designs and delivers services that aim to build capacity and improve outcomes for disadvantaged people and families. For more information of ADSi, please visit [www.adsi.org.au](http://www.adsi.org.au)

## Position Details

<b>Job Reference:</b>	<b>HCW</b>	<b>Version:</b>	<b>1</b>
<b>Position Title:</b>	Home Care Worker		
<b>Award Classification:</b>	SCHADS HC Level 4/5	<b>Employment Conditions:</b>	As per Contract

## Relationships

<b>Accountable to:</b>	ADSi Board of Directors through the CEO
<b>Reporting to:</b>	Community Services Manager / Support Coordination Caseworker
<b>Direct Reports:</b>	Nil

## Essential Selection Criteria

1	Cert III in Aged Care or above and minimum 1-year experience in Home Care service provision
2	National Police Check Certificate issued by the Australian Federal Police
3	Current First Aid Certificate
4	Understanding of the Aged Care System and Home Care Packages in Australia, or ability to acquire knowledge of such quickly
5	Experience in providing direct care/support services to fragile elderly needing assistance
6	Ability to maintain positive working relationships with consumers and their families
7	Ability to submit service records and other required records timely and accurately

Desirable Selection Criteria	
1	Full NSW Driver's License
2	Current NSW Working with Children Check Clearance
3	Ability to speak a second community language other than English

Primary Roles	Incumbent Initial
Ensure quality services are provisioned to <b>consumers with Home Care Packages</b> with strict compliance to the Service Agreement, Rostering Schedules, Aged Care Act 1997 and other legislative/regulatory guidelines	
<b>Report any identified risks and concerns</b> to the Community Services Manager, Support Coordination Caseworker as per ADSi Policies & Procedures Manual	

Position Specific Duties	Incumbent Initial
Work with the Community Services Manager/Support Coordination Caseworker to deliver one-on-one care/support to consumers as per service agreements/schedules	
Provide signed service records and other supporting documents to the Community Services Manager/Support Coordination Caseworker timely and accurately	
Respond appropriately to any identified issue, especially those health and safety related and immediately report to the Community Services Manager/Support Coordination Caseworker	
Refer consumer's (or family's) requests to the Community Services Manager/Support Coordination Caseworker, when necessary or appropriate	
Follow directions from the Management regarding service improvements within the organization, in particular those in relation to risk, continuous improvement and quality assurance	
Work collaboratively with other ADSi staff, government and/or non-government agencies to meet special and/or ad hoc needs of consumers	
Other duties that commensurate with the functions and roles of the position	

Position Specific Focus		Incumbent Initial
Service Type	Home Care Packages (HCP)	
Cultural Group	All	
Age/Gender Group	All/65+ with Approved Packages and Allocated Places	
Service Focus	Aged Care with occasional Disability Services Tasks	

<b>General Duties for All ADSi Employees</b>	<b>Incumbent Initial</b>
Adhere to ADSi mission, vision and values	
Adhere to the ADSi Policies & Procedures, relevant service principles and service standards	
Maintain consumer and organisational privacy and confidentiality	
Attend regular supervision and staff meetings	
Attend relevant training and professional development	
Maintain appropriate records and statistics	
Share information and resources with other ADSi staff	
Compliant with all WH&S requirements at ADSi	

<b>Declaration</b>	<b>Incumbent Initial</b>
National Police Check Clearance (Issued by the Australian Federal Police) is mandatory for incumbent of this position <b>prior to</b> employment commencement.	

**Incumbent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Manager Signature** \_\_\_\_\_ **Date** \_\_\_\_\_