

# Position Description

(Human Resources)

## Organisation Context

Accessible Diversity Services Initiative Limited. (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.

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>3</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>	Manager - Aged & Disability / Care Coordination Caseworker
<b>Direct Reports:</b>	Nil

## Essential Selection Criteria

<b>1</b>	Cert III or above in Aged Care / Disability Support / Individual Care or Support or equivalent
<b>2</b>	National Police Check Certificate issued by the Australian Federal Police
<b>3</b>	Current First Aid Certificate
<b>4</b>	Understanding of the Aged Care System and Home Care Packages in Australia, or ability to acquire knowledge of such quickly
<b>5</b>	Experience in providing direct care/support services to fragile elderly needing assistance
<b>6</b>	Ability to maintain positive working relationships with consumers and their families
<b>7</b>	Ability to submit service records and other required records timely and accurately
<b>8</b>	Current Working with Children Check (Paid Worker) Clearance
<b>9</b>	National Police Check Clearance

## Desirable Selection Criteria

1	Full NSW Driver's License
2	Ability to speak a second community language other than English

Primary Roles	Employee 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	Employee Initial
Work with the Manager - Aged & Disability / Care 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 Manager - Aged & Disability / Care Coordination Caseworker timely and accurately	
Respond appropriately to any identified issue, especially those health and safety related and immediately report to the Manager - Aged & Disability / Care 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		Employee 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	

General Duties for All ADSI Employees	Employee Initial
Adhere to ADSI mission, vision and values	
Adhere to the ADSI Policies & Procedures, service principles and standards	
Maintain client 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	

Declaration	Employee Initial
NSW Working with Children Check (Paid Worker) clearance is mandatory for Employee of this position <b>prior to</b> employment commencement.	
National Police Check Clearance is mandatory for Employee of this position <b>prior to</b> employment commencement.	

Signature

\_\_\_\_\_  
 Manager Name  
 Position  
 Accessible Diversity Services  
 Initiative Limited

Signature

.....  
 XXXXX  
 Employee

Date

.....

Date

\_\_\_\_\_