

POSITION DESCRIPTION – HOME CARE SUPPORT WORKER

Rural & Remote Home Care Services aims to maintain and promote client's independence and quality of life and to prevent premature admission to hostels and nursing homes by providing appropriate services to clients and carers in their homes.

Support Workers have the responsibility of providing care and support, as prescribed in Care Plans, to the frail elderly, younger people with a disability and their carers. Therefore, the duties are varied according to the individual needs.

Support Workers must have a Federal Police Check and meet all compliance requirements of the Aged Care Act 2024 before commencing employment and obtain a current Senior First Aid Certificate within one month.

A Certificate III in Aged Care is highly desirable (mandatory if providing Personal Care services).

Duties may include:

Domestic Assistance	- general cleaning, laundry, shopping, assistance with food preparation
Personal Care	- assisting with bathing, dressing and grooming, toileting where necessary
In home Respite	- giving time out for carers
Social Support	- accompanying clients to do banking, shopping and to other appointments

An initial orientation and basic training is provided for all new home care workers.

The position reports to the local Team Leader and then to the Program Manager and ultimately to the Ravenshoe Community Centre Management Committee.

Your principal responsibilities will be:

1. Prescribed duties as set out in each client's individual Care/Support Plan – focusing on assisting clients to meet the particular 'wellness and re-ablement' goals stated within.
2. Ensure all confidentiality procedures are maintained in accordance with the "Confidentiality, Privacy and Access to Personal Information" Policy
3. Complete all documentation correctly and submit to the Cluster Team Leader /RnR Team Leader / RnR Admin as required e.g. client progress notes, incident reports, applications for leave etc.
4. Ensure clients are consistently treated with dignity and respect.
5. Carry out all duties as specified by the Cluster Team Leader/RnR Team Leader, and liaise with the Cluster Team Leader regarding any changes to times, duties, etc. Provide documented feedback to the Cluster Team Leader on changes in clients' health and well being.
6. Comply with responsibilities specified in the Workplace Health and Safety Policy of the organization and submit all documents e.g. vehicle checklists and pre-start, hazard reports etc.
7. Attend In-service Training as required.
8. Abide by all RnR policies and procedures, including adhering to the Code of Behaviour for Staff and Volunteers.
9. Maintain currency with all mandatory certifications as per the Funding Body and Organisational Guidelines e.g. First Aid and CPR, Federal Police Check, Current Queensland Driver's Licence, Current car/s registration and appropriate Comprehensive Insurance (if transporting clients in own vehicle).