


Mitchell Community Health Services Position Description

Position Title:	Direct Care Worker
Incumbent:	Vacant
Location:	<p><i>Mitchell Community Health Service conducts business from its Centres in Broadford, Seymour and Wallan (Wallan Community Health and Resource Centre). Some services are provided on an outreach basis or from the clients home in the Mitchell Shire.</i></p> <p>The primary location for this position will be within the Mitchell Shire However from time to time the employee may be expected to provide services from other locations.</p>
Team/Program Area:	In Home Support
Reports to:	Home Care Support Coordination Officer
Supervisory Responsibilities:	Nil
Hours of Work:	Permanent Part Time – Staff expected to work at least 15 hours per week and three days per week. For the first three months staff are guaranteed a minimum of 10 hours pay per week.
Classification/Award:	<p>Award: Victorian Local Authorities Award 2001 Classification: as per the Mitchell Shire Council Enterprise Bargaining Agreement No. 4 2005 Extension and Variation Agreement</p>
Performance Review:	Performance will be assessed at end of three months probation and then Performance reviews will be held annually.
Version Number:	4.0 Date Written: 17 November 2009
Version updates:	July 05, March 07, June 07, 27 February 97, July 2010
Approved by:	<div style="text-align: center;">  </div> <p>Signature:</p> <p>Name: Chris McDonnell</p> <p>Position: Chief Executive Officer</p> <p>Date: 5 July 2010</p>

Background

Mitchell Community Health Services (MCHS) is committed to excellence in the delivery of holistic, accessible, community based health services. We value community participation and working in partnership with other agencies to identify community needs. We strive to develop innovative programs and services and actively encourage community members to be responsible for their own well-being.

Position Purpose and Scope

The Home Care unit operates to provide quality, practical, efficient and effective home care, personal care assistance, respite care, home maintenance, delivered meals and support to clients of the service.

The Direct Care Worker will be responsible for delivering Home Care, Personal Care and Respite services according to the clients' task sheet. The team is funded through Home & Community Care Program (HACC) to provide service to the frail aged & younger people with a disability within the Mitchell Shire catchment area.

Key Responsibilities/Performance Objectives

- Work with clients on a one to one basis and assist with appropriate tasks that have been agreed for the client. These tasks will be detailed on a Task Sheet for each client and may include the following (note work is predominantly Home Care duties):

Home Care duties (up to a maximum of 5 hours per day):

- Regular vacuuming of carpets, and/or other floor surfaces
- Sweeping floor surfaces within the home, front and/or back porch
- Mopping wet areas including bathroom, toilet, ensuite, laundry, kitchen
- Cleaning bathroom and toilet.
- Laundry – washing/hanging/bring in/folding/putting away clothes
- Ironing – Essential items only (15 minutes maximum per visit).
- Shopping, banking and paying bills, on behalf of client, within the town they reside or in the nearest shopping centre – Direct Carer uses own vehicle
- Meal preparation

Personal Care:

- Assisting with showering/bathing as detailed on individual shower assessments.
- Dressing – assisting client dress and/or undress.
- Grooming – assist client with grooming i.e.: shaving, hair, teeth, makeup.
- Taking client shopping – assisting client to shop, bank, pay bills, mobility and transfer in and out of car – Direct Carer uses own vehicle.
- Meal Preparation – assist client to prepare meal/s
- Assistance with eating, toileting, getting in and out of bed

In Home Respite Care:

- Assistance with eating, toileting, getting in and out of bed
- Meal Preparation – assist client to prepare meal/s
- Light housework, including ensuring that the client is in sight at all times.
- Outing - Taking client out i.e.: coffee, lunch, park, gym, library etc within their local area. – Direct Carer uses own vehicle.
- Continually develop both personally and professionally to meet the changing needs of your position, career and industry including internal supervision and external supervision as identified with individual clients.
- Attend mandatory training sessions provided by the organisation and be actively involved in other training and development.
- Attend mandatory quarterly Direct Care Team meetings.
- Actively participate in the Performance Appraisal and Development process
- Maintain confidentiality on all issues relating to the organisation, the clients and fellow colleagues.

Qualifications/Experience

Mandatory:

- Certificate 3 in Home & Community Care or equivalent Certificate III course.
- Current First Aid and CPR.
- Knowledge of current Occupational Health & Safety requirements.
- Current Victorian Drivers Licence.
- Ability to work with people with disability and the frail aged.
- Knowledge of Home & Community Care – Home Care Services.
- Good communication and reporting skills.
- Ability to work independently and as part of a team.
- Excellent organisational and time management skills.
- Own motor vehicle and relevant insurance.

Desirable:

- Current Working with Children's Check

Other relevant information:

- New staff will be required to work at least 15 hours per week and at least three days per week.
- New staff will be required to undergo a Police Records Check. Police checks are required to be completed every three years.
- Employees are required to advise Mitchell CHS of any changes that may affect the current Police Records check status, and advise Management immediately.
- A current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Mitchell CHS Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- Professional Memberships should remain active.

I have read this position description and understand its contents.

Signed:.....Date:.....

Name in Print:.....

This position description accurately describes the essential functions assigned to this position

Coordinator – Planned Activity and Home Care Support

Signed:.....Date:.....

Director Clinical Aged & Disability Services

Signed:.....Date:.....