# POSITION DETAILS – AGED CARE SUPPORT WORKER

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| **Position Title** | Aged Care Support Worker (CHSP) |
| **Location** | Tjuntjuntjara, Spinifex Lands, WA |
| **Reports to** | Health Services Manager |
| **Roster** | 8 weeks on, 2 weeks off |
| **Award** | Level 3|Social, Community, Homecare and Disability Services Award |
| **Salary** | Hourly rate: Permanent $39 – $40.28, casual $48.96 - $50.35, inclusive of all allowances and potential penalty rates  Permanent annual salary of $77, 396.83 – 79,593.28 |

# Context

**LOCATION & BACKGROUND**

Tjuntjuntjara is a small, remote Aboriginal community located on the Spinifex Lands in the Western Desert region of Western Australia. The Spinifex Health Service (SHS) manages the Tjuntjuntjara community’s Community Home Support Program (CHSP) and approaches health service delivery from a holistic perspective. Our aim is to close the gap in health outcomes for Aboriginal CHSP clients through a multi-faceted approach that includes a high level of attention to personal well-being and the social determinants of health, as well as providing basic services and clinical and primary health care. For the CHSP Program to be effective, it is essential that all staff view their role from a client-based service perspective and work together for the benefit of the whole community.

To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. Our goal is to empower CHSP clients by adopting a wellness approach and building capacity to address their needs. All SHS employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with due diligence. The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

# POSITION

**SUMMARY OF RESPONSIBILITIES**

The Support Worker will assist the health staff to provide services in line with the CHSP Guidelines to CHSP Clients. This includes personal care and assistance, domestic assistance including hygienic preparation of meals and delivery as directed by the Health Services Manager. A key part of the role will be to comply with safe work practices and procedures and maintain a clean kitchen.

The Support Worker will assist clients with activities, personal care and laundry services.

**KEY RESPONSIBILITIES**

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| **CHSP Clients** |
| * Undertake and assist with domestic duties as identified on worksheet. These include general household cleaning, washing of clothes and bedding, cleaning bathroom, living areas and toilets. * Meal planning including food costing and ordering of ingredients. * Prepare meals and deliver them in a timely manner to the community. * When delivering meals, scan the environment and report potential or actual safety concerns to the manager. * Maintain confidentiality and security of information regarding clients and their families. * Undertake training and attend staff meetings as required. * Adhere to organisations policies and procedures. * Maintain good records of financial transactions and activities to ensure reporting is accurate and timely. |
| **Teamwork** |
| * Ability to work and plan with other team members. * Values of honesty, integrity, and accountability. * Able to take initiative in a team environment. |
| **Human Resources** |
| * Identify and request training and development needs through performance reviews for yourself. * Ensure adherence to Corporation’s Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs. |
| **Occupational Health & Safety/Risk Management** |
| * Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace. * Exercise a duty of care to work in a safe and efficient manner, having regard to your own safety and that of other workers and clients. * Adhere to all workplace safety policies and processes. |
| **Other Duties and Responsibilities** |
| * Any other duties and responsibilities as reasonably directed by PTAC from time to time, as required to meet business needs. |

**SELECTION CRITERIA**

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| **Experience & Understanding** | |
| **Essential** | Good communication and listening skills |
| Ability to support those people requiring assistance |
| Ability to work alone or as part of a team |
| Ability to work with limited supervision |
| Personal drive and resilience, including ability to live and work in a remote location |
| Good problem-solving skills |
| **Desirable** | Some language skills in Pitjantjatjara or willingness to learn the language. |
| A good understanding of issues related to frail aged persons and or younger people with disabilities. |
| Knowledge of hygiene and cleaning principles |
| Experience working with Aboriginal communities and understanding of Tjuntjuntjara culture. |
| Cultural safety training |
| **Mandatory Competencies (to be appointed, the points below must be met)** | |
|  | A current Western Australian Working with Children Check. |
|  | A National Police Clearance (not more than 2 years old). |
|  | Australian citizenship, permanent resident status, or appropriate work visa. |
|  | A current manual driver’s licence. |
|  | Certificate 3 in Individual Support or Certificate 4 in Ageing Support (or equivalent) |
|  | Current first aid certificate |
|  | Food handling certification or Knowledge of good food handling |
|  | Good computer skills with understanding of Word & Excel |