



## Position Description

**Position Title:** Home Care Support Worker – Identified - Casual

**Location:** 135 Kepler Street, Warrnambool

**Award Classification:** Social, Community, Home Care and Disability Services Award 2010, Level 1, depending on qualifications and experience

**Reports To:** Team Leader, Elders and Home Care Services

**Supervises:** Nil

**Hours of Work:** Casual hours

### **Historical Background**

The Gunditjmara Nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within the Gunditjmara Nation; each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.

Gunditjmara people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmara people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmara people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas all significant cultural sites for Gunditjmara people that tell the story of our ancestor's way of life, culture and history.

### **Organisational Background**

Incorporated in 1982, Gunditjmara Aboriginal Cooperative is an Aboriginal Community Controlled Health Organisation (ACCHO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas. We work in close partnership with local government and other health service providers including other Aboriginal Community Controlled Organisations

in the Western District of Victoria. We liaise regularly on the provision of health service and social welfare and community support programs.

### **Overview of the Position**

The Elders and Home Care Services division provides support services to Aboriginal and Torres Strait Islander people with a range of physical and/or intellectual disabilities, as well as frail older persons and their carer. Home Care Support Workers are carefully matched with clients to provide assistance with domestic duties and social support in a culturally appropriate manner.

Services are delivered safely within strict guidelines of OH&S and in line with the Aged Care Quality Standards, NDIS Practice Standards, the Wellness and Reablement Model and are culturally appropriate.

### **Key Responsibilities**

- Assist and support clients with all ADLs (activities of daily living), including:
  - Household tasks –general household cleaning, unaccompanied shopping
  - Social Support – accompanied shopping, visiting
- Ensure all services are provided in accordance with the Wellness and Reablement Model and clients Individual Care Plans
- Support the client to maintain an optimal level of independence within their own home, encouraging and empowering them to do what they can and respecting their home and cultural needs and wants
- Report relevant matters affecting clients' welfare, to the Team Leader, including:
  - OH&S issues
  - Incidents
  - Client changes
- Ensure that appropriate client records and data on services provided, is maintained
- Practice of and adherence to OH&S standards
- Ensure client confidentiality is maintained at all times.
- Act in a responsible, trustworthy, honest and friendly manner whilst working in the homes of our Community Members
- Take directions from the Team Leader, Elders and Home Care Services
- Be contactable by phone
- Have an understanding of the needs and cultural differences of Aboriginal and Torres Strait Islander people
- Be reliable and complete casual shifts as negotiated with the Team Leader, Elders and Home Care Services
- Maintain a current drivers licence
- Be willing to undertake training in specialist areas, as required
- Attend regular supervision and briefings with the Team Leader, Elders and Home Care Services and/or Manager Elders & Home Care Services
- Participate in the Social Support Group activities, as required
- Undertake office cleaning, as per Gunditjmara's cleaning schedule and duties, at Gunditjmara facilities including Kepler St, Banyan St and Harris St.

### **Other Duties**

- Participate in a six monthly post-employment, and then annual performance reviews with the Manager, Elders and Home Care Services, which includes developing a work plan for the next twelve month period
- Participate in and attend organisational meetings as indicated by the Manager, Elders and Home Care Services

- All staff are accountable for the effective and efficient achievement of the key responsibilities of their position
- Be familiar with and abide by the Gunditjmara Cooperative policies and procedures including Occupational Health and Safety, and the Code of Conduct
- Undertake professional development to increase skills and knowledge
- Contribute material for Gunditjmara newsletters
- Provide regular reports on the activities and outcomes of work undertaken, including internal reporting
- Participate in the Continuous Quality Improvement process, and Risk Management programs, and promote compliance with legislation and Gunditjmara policies
- Participate in Gunditjmara Aboriginal and Torres Strait Islander cultural awareness training
- Assist with and support internal and external audit processes
- Other duties as directed by the Manager, Elders and Home Care Services

### **Essential Skills, Knowledge, Qualifications and Experience**

1. Experience and understanding of working with Aboriginal people
2. Excellent communication skills
3. Knowledge and understanding of the key challenges of the elderly and people with disabilities
4. An understanding of the role of Quality Improvement in organisations
5. Some flexibility around work hours, in order to meet the needs of clients
6. Suitable communication, writing and computer skills
7. Demonstrated ability to work effectively and cooperatively as part of a team
8. Certificate III in Aged Care/Individual Support, or working towards achieving it
9. Current Victorian drivers licence

### **Desirable Knowledge, Skills, Characteristics**

1. Identifies as Aboriginal and/or Torres Strait Islander
2. Certificate III in Disability

### **Child Safety**

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:

- undergo and attain a satisfactory police check
- be in possession of a current Working With Children Check card
- be able to attain two satisfactory employment references that attest to your suitability to work with Aboriginal and non-Aboriginal children

### **Guidelines for Submitting Applications**

Application deadline is Sunday 21 February 2021. Specific queries about the position should be directed to Victoria Winsall, Acting Manager, Elders and Home Care Services, on 03 5559 1234. Queries and applications to Elizabeth Pinson, People and Wellbeing Officer, 0467 777 396. Applications must include your **resume, 2 references, a covering letter and how you meet the knowledge, skills and aptitude required of the position** (see above).

