

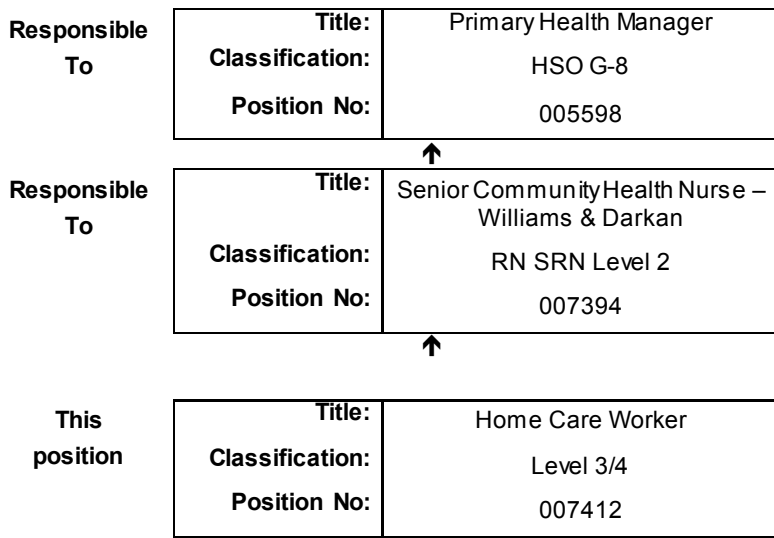


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	007412
Division:	Wheatbelt	Title:	Home Care Worker Casual
Branch:	Population Health	Classification:	Level 3/4
Section:	Southern Wheatbelt Primary Health Service - Williams Health Centre - HACC Services	Award / Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
007412 Home Care Workers
005794 Community Health Nurse – Williams & Darkan

Positions under direct supervision:				← Other positions under control:	
Position No.	Title	Position No.	Title	Category	Number
Nil	Nil	Nil	Nil	Nil	Nil

Section 3 – KEY RESPONSIBILITIES

Responsible for providing home and community care support services including domestic assistance, home maintenance, meal preparation, social support, centre based day care, local transport and personal care services to clients of the Williams Home and Community Care service and for the Williams Health Centre.



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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

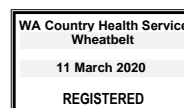
Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	DOMESTIC ASSISTANCE As agreed with the Health Centre Nurse, consistent with a Wellness Approach and written in the clients care plan and which may include assisting the client with;		
1.1	House cleaning		
1.2	Dishwashing		
1.3	Laundry washing and ironing		
1.4	Assist with the care of pot plants and pets		
1.5	Other duties as requested by the Health Centre Nurse.		
2.0	PERSONAL CARE Provision of direct care to HACC clients, consistent with a Wellness Approach as directed by the Health Centre Nurse, which may include;		
2.1	Assisting client to carry out self caring tasks – including bathing, dressing, toileting, feeding, personal washing, grooming, getting in and out of bed		
2.2	Escorting client to medical/hospital appointments or elsewhere as agreed by the Health Centre Nurse		
2.3	Reminding clients to take medication		
2.4	Other duties as requested by the Health Centre Nurse.		
3.0	SOCIAL SUPPORT & CENTRE BASED DAY CARE As agreed with the Health Centre Nurse, consistent with a Wellness Approach and written in the clients care plan and which may include;		
3.1	Provides active companionship with clients in their own home		
3.2	Assists clients in activities of daily living in the home or community setting		
3.3	Provides respite in the home setting or external respite to assist clients to participate in community activities		
3.4	Facilitates Centre Based Day Care activities for clients.		
4.0	TRANSPORT		
4.1	Provides transport in accordance with the clients care plan.		
5.0	MEAL PREPARATION		
5.1	If required, prepare healthy meals for clients in accordance with policy and procedure and Food Safe Handling guidelines.		
6.0	HOME MAINTENANCE		
6.1	Performing general garden maintenance ensuring a safe environment including lawn mowing, weeding, pruning and general garden maintenance.	R	
6.2	Performing general handyperson tasks, except where the client or handyperson would be at risk and / or where the services of a qualified tradesperson are required.	R	
6.3	Other duties as requested by the Health Centre Nurse.	R	
7.0	OTHER		10
7.1	Completes reporting and administrative paperwork task in a timely manner.	D	
7.2	Reports to the Health Centre Nurse any changes observed in the client, home or other relevant aspects of care.	D	
7.3	Reporting of any hazards or maintenance requirements within the home or garden.	D	
7.4	Participates in own performance development with the Community Health Nurse.	R	
7.5	Participates in continuing education and updates own knowledge and competencies through reading and attendance at approved professional development events.	O	
7.6	Other program activities and duties as negotiated with the Home and Community Care Coordinator or Health Centre Nurse.	O	

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity and Diversity Policy, Prevention of Bullying, Harassment & Discrimination in the Workplace Policy, Occupational Safety & Health, Public Sector Standards, WA Health Code of Conduct, WA Public Sector Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

ORGANISATION CONTACTS

Will the occupant of this position be required to communicate with
positions outside the normal reporting lines? 1. Internal to the organisation? Yes D
2. External to the organisation? Yes D

FREQUENCY:	D – Daily R – Regularly	W – Weekly O – Occasionally	F – Fortnightly A – Annually
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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Strong commitment to working with the aged, frail aged and younger people with disabilities.
2. Good communication and interpersonal skills.
3. An ability to work as part of a team.
4. An ability to work unsupervised.
5. Current first aid certificate.
6. Eligible for / or in possession of a current C or C-A Class drivers licence

DESIRABLE

1. Previous experience in working with elderly and/or people with disabilities.
2. Skills and experience in garden maintenance and other general maintenance tasks.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

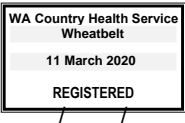
Section 6 – APPOINTMENT FACTORS

Location	Williams	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to; <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Aged Care Criminal Record Clearance • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required 		
Specialised equipment operated	Gardening equipment.		

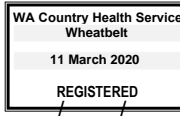
Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date:
Executive Service



Signature and Date:
Chief Executive Officer



As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed