



## POSITION DESCRIPTION

<b>Position Title</b>	Casual Program Assistant / Personal Care Worker	<b>Employee name</b>		<b>Date</b>	Dec 2017
<b>Location</b>	Macedon St Sunbury	<b>Service Unit</b>	Health & Wellbeing	<b>Time Fraction</b>	Casual

### SUNBURY COMMUNITY HEALTH CENTRE

Sunbury Community Health Centre is a not for profit company limited by guarantee and registered health promoting charity. With more than 270 staff and volunteers, the Centre provides a diverse range of health and community services, including residential aged care for Sunbury and surrounding communities. The Centre receives funding from a range of sources including Commonwealth and State governments.

Sunbury Community Health Centre operates with a multidisciplinary team structure and staff are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Staff are expected to participate as a member of SCHC team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

SCHC is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with special needs and other socially disadvantaged groups. Sunbury Community Health Centre is an Equal Opportunity employer.

SCHC is also the auspice organisation (official employer) of a number of semi-independent organisations, including the Hume-Whittlesea Primary Care Partnership (PCP) and Boilover – Inclusive Theatre Company.

#### **Vision**

A community whose social fabric and wellbeing is strong.

#### **Mission**

We build the social fabric of our communities through programs that help people support themselves and each other.

#### **Values**

##### **It takes a village.....to belong and grow**

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

##### **Passionately engaged.....with our community and each other**

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

##### **We do the right thing .....not just the easy thing**

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

##### **We make things happen ..... we get things done**

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work 'hands-on' and get things done. We pitch in and go the extra mile.

<b>Position reports to</b>	Activity Group and Respite Services Team Leader	<b>Reportable positions</b>	Clients and carers
<b>Internal relationships</b>	Activity Group and Respite Services Team Health and Wellbeing Unit All other staff and volunteers	<b>External relationships</b>	<ul style="list-style-type: none"> <li>• Carers of clients attending PAG</li> <li>• Carers of clients receiving Personal Care Service and In-Home Respite</li> <li>• Entertainment Venues</li> </ul>
<b>Position Purpose</b>	To assist with the implementation of Programs and Services within the Activity Groups and Respite Program, contributing to creating a stimulating environment that enhances participants social connectedness and functional capacity and in a manner which supports any family carers in their need for respite.		
<b>Position Summary</b>	To provide one to one support in respite services and activity groups and to provide backfill for Activity Group staff, in a casual basis. May be rostered on monthly roster or offered on an on-call basis to cover staff leave Funding for these positions is provided by a range of sources including Home and Community Care (HACC Program for Young People) ,he Commonwealth Home Support Program and Home Care Package Providers		
<b>Qualifications</b>	<p><b>Required:</b> Certificate III in Aged Care, Home and Community Care (HACC),and / or Disability.</p> <p><b>Desirable:</b> Diversional Therapy, Allied Health Assistant or related allied health field certification would be considered.</p>		
<b>Police Check Required</b>	Yes	<b>Working with Children Check Required</b>	No
<b>Victorian Driver's Licence:</b>	Yes	<b>Current First-Aid Level II:</b>	Yes
<b>Award / Agreement</b>	Victorian Public Sector (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015	<b>Classification</b>	Personal Care Worker level 2 or equivalent
<b>Resource Management</b>	0	<b>Total staff management (EFT)</b>	0

## COMPETENCIES REQUIRED

### Client Service Orientation

- Embrace diversity and actively promote respect for all clients, staff and stakeholders
- Client service focused
- Determining the individual needs of clients to facilitate efficient and effective provision of services
- Perform in a competent manner in accordance with documented procedures
- Professional presentation, punctuality and reliability

### Community and Stakeholder Engagement

- Ability to build respectful collaborative partnership with key community stakeholders

### Leadership

- Demonstrated ability to show responsibility and initiative in managing individual sessions with clients , respond to client emergencies and report to Line Management as required
- Ability to co-facilitate a group activity program

### Self and People Management

- To actively participate in professional development
- To perform in a competent manner in accordance with documented procedures
- To understand and work within professional boundaries
- The ability to communicate effectively with and gain cooperation from people from a diverse range of cultural backgrounds
- To actively participate in formal supervision
- Proven ability to take responsibility and to work in a busy often demanding environment
- To regularly seek and use feedback to identify areas for learning and improvement

### Team Work

- The ability to promote a positive and proactive team environment
- The ability to follow direction and work well in a team which includes volunteers
- Collaborate effectively with supervisor, peers, staff and volunteers from across the Agency to achieve individual, team and organisational objectives

### System and Process Development

- Promote best practice in service delivery by contributing to the development of service policies and systems

### Planning & Initiative

- Make recommendations to relevant Line Manager regarding improvements to current practices
- The ability to determine the individual needs of clients to facilitate efficient and effective provision of services

## DUTIES AND RESPONSIBILITIES

### Duties & Responsibilities:

Work will be offered on a casual basis for a 3 hr minimum shift within the following areas, subject to expressed area of interest experience and expertise -

### Respite Programs (Flexible Respite or Personal Assist)

- To adhere to the Guidelines for Flexible Respite and Personal Assist staff in providing one to one support for clients in-home or in accessing the community or SCH programs
- Contribute to initiatives in implementing care plans for respite clients

### Planned Activity Group ( one to one client support )

- Assist with implementation of programs in the Planned Activity Groups while providing one to one support for clients with special needs
- Assist clients with activities of daily living as required
- To monitor the physical, emotional and mental health of clients and report any changes to the Team Leader
- To act as Transport Support Worker when transporting clients to and from the Centre

### Planned Activity Group (Group Worker)

Assist with implementation of programs in the Planned Activity Groups

To liaise with Team Leader and other staff, carers and volunteers as appropriate, regarding client activities

Assist clients with activities of daily living as required

To monitor the physical, emotional and mental health of clients and report any changes to the Team Leader

To act as Transport Support Worker when transporting clients to and from the Centre

**'New Horizons' Social Recreational Group for young adults with disabilities – Tuesday evenings (4pm -9pm) –Group**

**Worker**

- Assist with implementation of programs in the New Horizons Group
- Provide encouragement and support to individual group members in order to achieve their client-centred goals
- Monitor the physical, emotional and mental health of clients and report any changes to the Group or Team Leader
- To act as Transport Support Worker when transporting clients to and from the Centre

**General Responsibilities**

- Attend staff meetings, and team meetings where required.
- Engage in ongoing professional development and quality improvement activities
- Participate and actively engage in Supervision as required
- Other duties as required to achieve position specific or organisational objectives

KEY SELECTION CRITERIA	
<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Allied Health Assistant Certificate or Certificate III or above in Aged Care, HACC, Disability, Diversional Therapy or related field</li> <li>2. Demonstrated experience working with and ability to communicate with clients experiencing frailty, dementia, chronic illness, and/or disability and their family carers</li> <li>3. Demonstrated experience as a positive team player with staff and volunteers</li> <li>4. A clear understanding of and demonstrated commitment to upholding confidentiality and privacy requirements</li> <li>5. Sound communication and interpersonal skills</li> <li>6. To have a clear understanding of and be able to work within professional boundaries</li> <li>7. Demonstrated knowledge and experience working in a group activity programs in the aged care and disability sectors</li> <li>8. Demonstrated knowledge of the Active Service Model and principles of consumer directed care</li> <li>9. Willingness to drive an 12 seater bus</li> <li>10. Sound knowledge of Microsoft Word and Outlook and a willingness to learn other computer programs.</li> <li>11. Creativity, energy and compassion</li> </ol>
<b>Highly Desirable</b>	<ol style="list-style-type: none"> <li>1. Knowledge of the Commonwealth Home Support Program (CHSP) and Primary Health Care Sector</li> <li>2. Demonstrated experience in facilitation of groups, aged care / community health environment</li> </ol>

**VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied during the term of your employment

**AGREEMENT:**

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

**Name** (please print):

**Signature:**  
*(Incumbent)*

**Date:**

**Signature:**  
*Service Unit Manager*

**Review Date:** 2017 or as required