

# Position Description



General Information	
<b>Position title</b>	Health Care Worker – Homestead Respite
<b>Enterprise Agreement / Modern Award</b>	Lyndoch Living Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Classification</b>	As per EBA
<b>Status</b>	As per Contract of Employment
<b>Qualifications</b>	Cert III in Individual Support, Aged care, Home and Community Care or equivalent.
<b>Primary Location</b>	Warrnambool
<b>Reports to</b>	Home Support and Wellness Manager
<b>Direct Reports</b>	Home Support and Wellness Manager
<b>Key Internal Contacts</b>	All Lyndoch staff, consumers (residents), families
<b>Key External Contacts</b>	Members of the Public, Contractors, Suppliers, Health Professionals
<b>Infection Control Risk</b>	Category A - Direct patient contact
Lyndoch Living Vision	
By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.	
Our Values – ‘The Lyndoch Way’	
Our Values known as the “Lyndoch Way” represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are <i>One Team, Pride, Welcoming Workplace, Yes Culture, Customer Service, Innovation, Fun and Enjoyment, Social Purpose and Safety.</i>	
Position Overview	
<p>The Health Care Worker (HCW) is an integral part of the respite team. With support and guidance from the Respite and Lifestyle Coordinators, the HCW delivers all aspects of respite care including social connection lifestyle programs and personal care needs to consumers who live in the community and access Lyndoch’s respite options. Consumer care is modelled on the wellness and reablement principles.</p> <p>The HCW supports consumers with their identified goals and wellbeing in conjunction with their carer’s respite needs as per the Commonwealth Home Support Program (CHSP) Guidelines</p>	

Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<p><u>Provide excellence in consumer care</u></p> <ul style="list-style-type: none"> <li>• To support and maintain care relationships between carers and consumers, through providing good quality respite care for frail older people either in their own home or community venue.</li> <li>• To assist in maintaining a safe and relaxed environment that encourages socialisation and community connection.</li> <li>• Work independently and collaboratively while providing quality consumer care, make appropriate decisions about consumers care and support needs.</li> <li>• Assist with transport and individual support to consumers on planned outings.</li> <li>• Implement appropriate care in response to physical, emotional and social needs.</li> <li>• Accurately assesses the consumer's individual needs and expectation of the respite program. To be involved in the development and implementation of the consumer's goal orientated care plan and reviews in conjunction with Respite Coordinators.</li> <li>• To be directly involved in planning, supervising and implementing individual and/or group activity programs. Include all aspects of individual personal care needs and activity choices as per consumers care plans.</li> <li>• To encourage consumers to maintain their optimum level of independence in activities of everyday living by following the Commonwealth Home Support Program (CHSP) Wellness and Reablement principles.</li> <li>• Distribute consumer's medication consistent with best practice</li> <li>• Ability to work independently in the CHSP Overnight Respite Program to ensure a high quality respite experience.</li> <li>• Value the expertise of all members of the team in achieving quality consumer outcomes. Communicate effectively with other members of the team, attend and contribute to respite team meetings.</li> <li>• Maintains consumer confidentiality at all times.</li> <li>• Other duties as required within scope of practice.</li> </ul>	<p>100% Best practice in following an exemplary way of providing respite care. For all items in table.</p>
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> <li>• Recognises own ability and level of professional competence.</li> <li>• Recording appropriate data and records. Complete documentation requirements in accordance with the Respite Department and Lyndoch Livings policy and procedures.</li> <li>• Communicate identified consumers' needs through effective verbal, written and computer skills in a clear, concise and objective manner.</li> <li>• Ability to apply appropriate emergency procedures and the Occupational Health &amp; Safety requirements in both the onsite and community setting.</li> </ul>	<p>100% compliance with standards and legislation as tabled</p>

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Key Responsibilities and Key Performance Indicators (KPIs)	
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<u>Quality Improvement and Risk Management</u> <ul style="list-style-type: none"> <li>Actively participate in continuous improvement plans.</li> <li>Ability to manage and identify risks within the workplace and consumers care.</li> </ul>	
<u>Actively participate in professional development in order to deliver best practice</u> <ul style="list-style-type: none"> <li>Attend and actively participate in meetings, workshops, forums and other communication events, as delegated and report to Home Support and Wellness Manager.</li> <li>Responsible for and committed to ongoing continued professional development,</li> <li>Complete annual education modules allocated by the organisation.</li> <li>Participate, as directed, in the employee Support and Growth Plan.</li> </ul>	100% of education modules completed annually  Support and Growth Plan in place
<u>Occupational Health &amp; Safety</u> <ul style="list-style-type: none"> <li>Follow Lyndoch Living's Health and safety polices, procedure, workplace instructions and conduct of conduct</li> <li>Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work</li> <li>Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health</li> <li>Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> <li>Immediately report any incidents within the workplace to your Manager/Supervision</li> <li>Be familiar with and follow emergency procedures and directions</li> <li>Participate in health and safety training programs as required</li> </ul>	Zero workplace injuries  100% compliance with PPE requirements
<u>The Values – 'The Lyndoch Way'</u> <ul style="list-style-type: none"> <li>All employees are expected to work in accordance with the 'The Lyndoch Way'</li> <li>Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders</li> <li>Role model the organisational Values 'The Lyndoch Way'</li> </ul>	Resident satisfaction survey results  Employee Engagement Survey Results

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Essential Requirements		
Qualifications	➤ Cert 111 in Individual Support, Aged care, Home and Community Care or equivalent.	Essential
Previous experience	➤ Demonstrated knowledge and experience in Aged and Community Care.	Desirable
Skills and knowledge	➤ Sound communication, interpersonal and negotiating skills, including well-developed written and oral skills.	Essential
	➤ Current Victorian Driver's License	Essential
	➤ Demonstrate the ability to work autonomously and in a collaborative team environment.	Essential
	➤ Demonstrate developed time management skills with prioritising delegated tasks and the ability to adhere to time frames.	Essential
	➤ Ability to approach difficult tasks and sudden changes appropriately.	Essential

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## Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the requirements and expectations of this position.

## Staff <

Name (Please print):

Signature:

Date:

## Authorisation

Authorised by (position title): Acting General Manager Community Services:

Review and authorisation date: