

## Uniting AgeWell Position Description

### Position Information

<b>Position Title:</b>	Home Care Worker	
<b>Division/Department:</b>	As per employment contract	
<b>Reporting to:</b>	Program Manager	
<b>Enterprise/Individual Agreement:</b>	As per employment contract	
<b>Classification/Grade:</b>	As per employment contract	
<b>Location:</b>	As per employment contract	
<b>Employment Status:</b>	As per employment contract	
<b>Resource Management</b>	<b>Direct Reports:</b> N/A	<b>Indirect reports:</b> N/A
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>• Care Advisor</li> <li>• Care Organiser</li> <li>• UA Staff</li> <li>• Nursing and other community care staff Clients and their representatives</li> <li>• Volunteers and Therapy and Ancillary staff</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>• Other Health Professionals</li> </ul>
<b>Position Specific Credentials, Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Certificate III or IV in Individual Support (Aged or Disability) or equivalent</li> <li>• Comprehensive knowledge in community care with a commitment to high standards of care for clients and their families</li> <li>• Understanding of client directed care</li> <li>• Experience in quality systems and risk management in the Aged Care or Health Sectors</li> <li>• Satisfactory completion of Medication endorsement competency may be required (not mandatory)</li> <li>• Prior work experience in the Community Aged Care sector</li> <li>• A satisfactory National Criminal Police Record Check (PRC) is required prior to commencement</li> <li>• Working With Children Check (VIC) or Registration to work with Vulnerable People (TAS)</li> <li>• Driver's License (if required)</li> <li>• An obligation to have annual vaccination(s) as per our vaccination policy – refer to Vaccination Policy</li> <li>• Capacity and willingness to travel throughout Victoria and Tasmania as required</li> </ul>	



## Uniting AgeWell

As an organisation of the Uniting Church in Australia, Uniting AgeWell has a long and proud history of providing residential and community services for older Australians across Victoria and Tasmania. Through a diverse range of integrated service options, we aim to provide our customers with continuity of care, enabling them to live well with choice and peace of mind. Services include independent retirement living, home care, social support, allied health and therapy programs, respite and carer support and residential care communities.

### Our Vision

A national leader, creating thriving and inclusive communities where innovative, high quality aged care services are delivered with respect and kindness.

### Our Purpose

Uniting AgeWell strives to create and deliver innovative, high quality and accessible services to people through their ageing journey. In doing this, we address the physical, cognitive, emotional, social and spiritual wellbeing of those to whom we provide care and support.

We build our services from a foundation of research, education, partnership and respect, enabling us to better understand the needs and aspirations of our customers and their families and friends.

We celebrate and value the diversity of our communities, staff and volunteers.

### Our Workplace Culture and Values

At Uniting AgeWell we provide a workplace culture based on the **BEST** philosophy – **Believe, Excel, Support and Trust** – underpinned by **our values of Kindness, Respect, Integrity, Innovation and Inclusion**, and our Customer Service Charter and Promise to shape and inform all that we do.

More information can be found on the Uniting AgeWell website [www.unitingagewell.org](http://www.unitingagewell.org)

### Position Purpose

To provide direct care and domestic assistance duties, as well as social support and transport as required, for clients and their families in accordance with clients' service plans to ensure that client's rights, cultural, spiritual and other individual needs are incorporated in all aspects of care and daily living. Working within a multidisciplinary team, provide effective support to clients, recognise changes in clients' conditions and escalate observations and concerns in accordance with UA processes.

Promote and participate in quality activities, and provide outstanding customer service maintaining friendly, supportive and professional relationships with clients, their relatives and friends. Support colleagues by sharing knowledge and expertise.

You will play an active role with the UA team, participating in building a community based culture that fosters a spirit of the **BEST** way of life, supporting our people to be their best, give their best and help our community to live their best.

Uniting AgeWell Strategic Plan and Clinical Governance Framework



**All roles are linked to the Uniting AgeWell strategy and are fundamental in achieving its vision and purpose.**

Strategic Priority 1: Our customers are at the heart of everything we do

Strategic Priority 2: We are an employer of choice

Strategic Priority 3: We are sustainable

Strategic Priority 4: We are proudly an expression of the Uniting Church

Strategic Priority 5: We are a learning organisation



## Key Responsibilities and Measures

Key Responsibilities	Measures and Outcomes to be Achieved
<p><b>Client Care</b></p> <p>In consultation with the Care Advisor and/ or Care Organiser, ensure client's rights, cultural, spiritual and other individual needs are incorporated in all aspects of care and daily living.</p> <ul style="list-style-type: none"> <li>• To assist clients to maintain and promote their independence wherever possible and provide daily care in accordance with client's individual service plans and the policies and procedures of UA e.g. showering, dressing etc</li> <li>• To observe clients' physical, emotional and behavioural status. Report observations and concerns. Complete charts and collect other data as required.</li> <li>• To contribute to assessment and care planning processes, documentation and evaluation of care outcomes, in conjunction with nursing and other community staff.</li> <li>• To assist clients with activities to maintain a clean, tidy and safe physical environment e.g. vacuuming, mopping, cleaning bathrooms/kitchens, make beds, laundry , dusting etc</li> <li>• To provide social support and transport services, where required e.g. assisting client in/out of car, assist with shopping, appointments, transfer walking /transport aids into car (walker/wheelchair)</li> <li>• To participate in the monitoring of the quality and appropriateness of equipment and other products used for clients.</li> <li>• To ensure that the clients clothing and other personal items are maintained safely and in good order.</li> </ul>	<ul style="list-style-type: none"> <li>• Outcomes will be measured via high quality client care and documentation delivered in accordance with professional and legal requirements and organisational policies, and clients and / or their representatives contribute to planning and evaluating care outcomes.</li> <li>• The home environment is clean, safe and all equipment is appropriate for use and maintained to good order.</li> <li>• To identify and report maintenance issues and other issues of concern regarding the cleanliness, safety and security of the environment and equipment.</li> </ul>
<p><b>Person Centered care</b></p> <p>Working collaboratively within a multi-disciplinary team and with our staff and customers to provide an environment that supports peoples' physical, emotional, social and psychological needs.</p> <ul style="list-style-type: none"> <li>• Engage in communication with customers and their families to understand and evaluate the customer experience at UA.</li> <li>• Promote person centred and directed care through the activities and education run through the Quality Unit.</li> <li>• Escalate any observations or concerns regarding the resident's/client's health, safety and well-being appropriately and in a timely manner.</li> <li>• Capacity to work effectively with all parts of the organisation including senior managers, care managers, team leaders and staff in implementing change and managing critical incidents</li> <li>• Good communication, problem solving, influencing and negotiation skills, including the capacity to facilitate resolutions of complaints</li> </ul>	<ul style="list-style-type: none"> <li>• Person Centred Care is delivered within the scope of the Home Care Worker role including but not limited to assisted daily living activities and domestic services in accordance with their service plan that supports the client's individual needs and lifestyle preferences.</li> <li>• Any change of request outside of the current care or service is escalated to the Care Advisor and/ or Care Organiser for review and recorded within clients' notes including any changes or concerns as soon as practicable (within shift).</li> <li>• Client consent is obtained (verbally) each time</li> </ul>



<p><b>Customer Experience</b></p> <p>At Uniting AgeWell, the quality of life and experience of our customers is at the heart of everything we do. We are committed to the provision of excellent customer service to all of our people, clients and stakeholders including residents and external suppliers, this is outlined in our Customer Promise, Customer Charter, the UA values and <b>BEST</b> philosophy.</p>	<ul style="list-style-type: none"> <li>• Residents and clients are treated with respect and dignity</li> <li>• Clients and residents are receiving person-centred and goal directed care in accordance with care plans</li> <li>• Resident and client service satisfaction surveys within agreed targets</li> <li>• Issues/complaints are resolved in a timely manner and escalated for further action where required</li> </ul>
<p><b>Employee Experience</b></p> <p>Leading and supporting each other to be their <b>BEST</b>, give their <b>BEST</b> and help our community live their <b>BEST</b></p> <p>To adhere to the <b>BEST</b> way of life in our daily work practices</p> <p><b>Believe we can make a difference everyday</b></p> <ul style="list-style-type: none"> <li>• Be committed to making a difference to the people we support and our community</li> </ul> <p><b>Excel by improving the way we work and partner with others to share &amp; gain wisdom</b></p> <ul style="list-style-type: none"> <li>• To excel by partnering and providing guidance to our people around quality, safe and sustainable work practices and improving the way we do things</li> <li>• Participate in learning and development aligned with our <b>BEST</b>, Values and Customer Promise and Charter</li> </ul> <p><b>Supporting our people and valuing their contribution, experience and differences</b></p> <ul style="list-style-type: none"> <li>• Support each other to adhere to the <b>BEST</b> way of life.</li> </ul> <p><b>Trusting in our relationships to build strong and collaborative partnerships</b></p> <ul style="list-style-type: none"> <li>• To create a workplace culture of trust</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>BEST</b> way of life is evident in the individual's daily contribution in the workplace.</li> <li>• Improvement in service delivery for residents and clients</li> <li>• Audits and accreditation are met and our people are adhering to policies, procedures and safe work practices</li> <li>• Cohesive and supportive team cultures is embedded</li> <li>• A commitment to diversity and inclusion and living the UA values</li> <li>• Promote a culture of continuous learning</li> <li>• All mandatory training of individual and staff is completed within the required time frames, as determined by executive and site management</li> <li>• The <b>BEST</b> way of life is evident in the way we practise our learnings and support and mentor others. Support others by sharing learnings demonstrating and implementing best practise</li> </ul>
<p><b>Health and Safety</b></p> <p>To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students.</p> <ul style="list-style-type: none"> <li>• Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</li> <li>• Present at work fit for the physical and mental demands of your role.</li> <li>• Take reasonable care for your own safety, the safety of your employees, colleagues and clients</li> <li>• To attend and support staff meetings and staff training programs</li> </ul>	<ul style="list-style-type: none"> <li>• To remain current in principles of infection control, to practice standard infection control precautions and any special organisational requirements to ensure compliance with food handling regulations</li> <li>• Adhere to Uniting AgeWell OHS policies, protocols and safe work procedures</li> <li>• Ensure all hazards, incidents and injuries are reported in Riskman within the required timeframe</li> <li>• Mandatory training completed within organisational determined timeframe and as directed by the site RSM</li> </ul>
<p><b>Quality, Compliance &amp; Risk Management</b></p> <p>Uniting AgeWell strives to provide the highest quality care for each and every customer. For the purpose of UA's framework, high quality care is defined as care that is 'Responsive, Integrated, Safe and Effective' (RISE)</p> <ul style="list-style-type: none"> <li>• To maintain an understanding of the Aged Care Quality Standards; to seek opportunities for continuous improvement; and to participate in internal audits, customer satisfaction surveys and</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with the Aged Care Quality Standards and legal obligations</li> <li>• To adhere to the policies and procedures of the organisation</li> <li>• To participate in audits/quality reviews as required or as directed</li> <li>• Care and services provided are designed and delivered to minimise risk</li> </ul>



<p>other quality improvement activities</p> <ul style="list-style-type: none"> <li>To identify and report high impact- high prevalence clinical risks, ensuring that customer choice is considered and they are informed and supported in choice and decisions</li> <li>To work within the Clinical Governance Framework, as applicable</li> </ul>	
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### Other Duties & Requirements of the Position

<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Other reasonable duties as requested from time to time, completed effectively and within given time frames</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>Capacity and willingness to work within the ethos of the Uniting Church in Australia</li> <li>Dignity, Privacy and Confidentiality: To ensure that the personal dignity and privacy of all residents / clients, their representatives and other staff are maintained, and that all interactions with resident/clients and their representatives are treated confidentially</li> <li>Professional Boundaries are to be adhered to at all times</li> <li>Work in accordance with the UA Code of Conduct, all UA workplace policies and guidelines, our BEST philosophy, UA Values and our Customer Promise and Charter to understand and deliver the philosophy of care of UA as expressed in the organisation’s Objectives, Vision, and Values</li> <li>Responsible for checking their electronic correspondence including but not limited to email, system specific to ensure they are up to date with any changes</li> </ul>

## Inherent Requirements of Position – Home Care Worker

### Frequency and Duration of Essential Tasks

The Home Care Worker role is physically demanding in nature and requires a high degree of adaptability and time management to rotate regularly between tasks and ensure all tasks are completed within the scheduled time frames.

Essential Tasks	Frequency	Duration
Client Personal Care	As required to provide assistance to high level care clients, inclusive of non-ambulant clients, this may include personal hygiene tasks, including showering, dressing, grooming and toileting etc	The duration of this task is dependent upon the allocated tasks on a given day.
Cleaning Floors	Perform floor cleaning tasks up to 4 times daily.	The duration of this task is dependent upon the allocated tasks on a given day.
Cleaning General	Perform general cleaning tasks 4 times daily.	The duration of this task is dependent upon the allocated tasks on a given day.
Rubbish Removal	Remove rubbish on a frequent basis, up to 4 times per shift.	Rubbish Removal is undertaken in short periods of 2-5 minutes
Laundry Removal	Process laundry on a frequent basis, up to 4 times per shift.	Laundry is undertaken in short periods of approximately 10 minutes
Social Support	Provide transport assistance to clients for the purpose of accessing the community	The duration of this task is dependent upon the allocated tasks on a given day.
Cleaning potentially infectious	Cleaning area in events of potentially infectious spills (such as blood or other bodily fluids) or upon the discharge of clients with an infectious disease or	Completing Infectious cleans may take between 10 minutes to 20 minutes to complete depending upon the nature of the spill.



spills	illness	
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The duration of shifts is variable and dependent on client needs, it includes client personal care needs including full assist' shower / bed bathing, pressure position change, hands on toileting assistance, reposition in/out of bed etc. When completing a client home clean, Home Care - Domestic Support generally require 60 - 90 minutes to complete general cleaning tasks, laundry, rubbish and stripping and making beds. Home Care workers complete approximately 4 -5 house cleans per day. Staff can be required to provide transport assistance to clients for the purpose of accessing the community (i.e. medical appointments). This can involve lifting / handling of wheelchairs and walkers (both into / out of car and when manoeuvring client). Grocery shopping: Staff can take clients with them to the grocery store or attend on behalf of the client.

## Environmental and Organisational Factors

Condition	Description
Heat	Home Care - Domestic Support generally complete their duties in a climate controlled indoor environment which is not significantly affected by heat. Warmer weather conditions outside may affect working conditions inside.
Cold	Home Care - Domestic Support generally complete their duties in a climate controlled indoor environment which is not significantly affected by cold. Outside weather conditions may affect working conditions inside.
PPE	Home Care - Domestic Support are required to wear a uniform including non-slip, closed toe shoes and as required masks and gloves. Home Care - Domestic Support are required to follow infection control procedures when cleaning bodily fluids including the use of face mask, apron, gloves, goggles and foot protectors, as required.
Chemicals	Home Care - Domestic Support are required to handle various chemicals on a routine basis and are required to wear appropriate PPE at all times when using chemicals.

Physical Demands	Occasional	Frequent	Constant	Cognitive and Psychosocial Demands	Low	Moderate	High	Maximum
Frequency and Duration of Essential Tasks	0 -33% of total work time	34-66% of total work time	67-100% of total work time					
Sitting	✓			Attention		✓		
Standing			✓	Concentration		✓		
Walking			✓	Memory		✓		
Step up / step down	✓			Interaction with others		✓		
Looking Up and Down		✓		Communication – written		✓		
Forward Bending		✓		Communication - verbal		✓		
Turning and Twisting		✓		Problem solving	✓			
Crouching and Squatting		✓		Decision making	✓			
Kneeling and Crawling	✓			Planning/sequencing		✓		
Reaching above shoulder	✓			Reasoning/judgement	✓			



Reaching forward			✓
Gripping (Hand)			✓
Fine Motor Movements (Hand)			✓
Lifting floor-waist	✓ (up to 20kg with assistance)	✓ (up to 6kg)	
Lifting overhead	✓		
Carrying		✓	
Pushing and pulling upper limb		✓	
Pushing lower limb	✓		

**Employee Declaration**

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Responsibilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Document Control**

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
	Oct 24	Reviewed by Health, Safety & Wellbeing – P&C
	May 22	Developed by P&C Reviewed by Recruitment – P&C