POSITION DESCRIPTION

JOB TITLE	**HOME CARE ASSISTANT**
DEPARTMENT	**Services - Home Care**
REPORTS TO	**Care Manager - Home Care**
DIRECT REPORTS	**Nil**

ROLE PURPOSE

To provide pro-active person centred service and support that is safe and effective and is tailored to each client's needs, goals and preferences in accordance with their agreed care and service plan. Support, within the scope of the role, each client's independence and self determination to make their own choices, including taking some risk, to enable them to remain in their own home and so they can live as well as they can.

KEY RESPONSIBILITIES

KEY OUTCOMES	KEY ACTIVITIES
Health promoting Services	● Provide pro-active safe and effective services and supports for their emotional well- being and provide physical support for their daily living, to enable them to live the best they can in their own home by: ● providing social support, personal care, transportation and domestic support in accordance with the plan including: o personal care - bathing, showering, personal hygiene, oral care, nails and grooming o bed making o toileting including continence support by assisting with the use of continence products o support for client mobility and dexterity support o safe transfers of clients– including the use of mechanical aids o maintenance of client's environment – clean and tidy o distribution of clean laundry/ personal attire o transporting clients o communication/ assistance with aids o information recording o cleaning of equipment, aids, utensils in work areas (including personal possessions) o assisting with shopping and meal preparation o Medication prompt or administration of medication after medication competency training ● promoting healthy and active aging by "doing with" not "doing for" each client ● following healthy aging principles and SCC's Better for Life model in all interactions with clients ● advising the Team Leader of any significant change in the client's participation, engagement, health, behaviour or emotional well being ● ensuring the client is aware of their rights and that their rights are protected at all times ● assist with other duties such as deliveries, on line training, administration, office assistance as directed by the Team Leader

Person Centred people – our values	● Work positively and collaboratively with other staff and qualified practitioners to provide person centred service and support that is safe and effective ● Listen, with empathy, to the client and their representatives about the client's needs, goals and preferences ● Support, within the scope of the role, each client's right to make their own decisions to manage their day to day life as well as they can and to enable them to remain living in their own home.
Aged Care friendly environment	● Adopt standard precautions and follow SCC's infection control policy and procedures ● Complete mandatory competencies as per policy requirements ● Report any risks that have the potential to cause an accident or injury ● Report (immediately) any actual or suspected incidents of elder abuse ● Maintain privacy and confidentiality of all client information.
Governance (quality control)	● Keep concise and accurate records of care and services provided and the client's response ● Use the feedback system to provide suggestions for improving work practices to best practice quality standard (continuous improvement) ● Use resources and supplies effectively to minimise waste ● Read and comply with all new policies, procedures or work instructions relevant to the role.
Safe Work Environment (WHS)	Personally work in a safe and healthy manner and take reasonable care to protect your own health and safety, and to avoid adversely affecting others including but not limited to: ● report for duty in a condition not adversely affected by alcohol or drugs to the extent that would endanger your own safety or the health and safety of others ● as far as is reasonably possible, use equipment provided for WHS purposes, obey reasonable WHS instructions, comply with all SCC WHS policies, procedures, safe working instructions, specified work practices and associated WHS documents ● identify and report any work health and safety hazards/near miss incidents/injuries and maintenance/repair issues

PERSON REQUIREMENTS

Essential Requirements

Qualifications

- Certificate III in Individual Support (Ageing) or Certificate III in Aged Care or a Certificate III in Disability or other related discipline
- Satisfactory police check and the right to work permanently in Australia
- Current driver's licence
- Mandatory: Compulsory Third Party (CTP) insurance (covered by vehicle registration)
- Recommended: Third Party Property Damage insurance
- FIrst Aid and CPR Certification

Experience

- Previous experience in a personal carer role without direct supervision

Skills

- Sound best practice personal care skills appropriate to the role
- Sound communication skills with a level of English literacy to speak in manner that older people can understand, to be able to read written instructions and to write basic notes
- Time management skills to manage own workload to complete tasks within the allocated time
- Physical and emotional ability to perform the job requirements
- Manual handling skills to prevent injury to self or others
- Basic cooking skills.

Knowledge

- A sound understanding of the requirements to support clients living with dementia including those who display challenging behaviours
- A basic knowledge of the requirements of the Aged Care Standards as are applicable to the role.

Personal Attributes

- Ability to fit the work culture and a commitment to SCC's Values & Better for Life philosophy
- Ability to build positive relationships with residents and their representatives
- Commitment to work collaboratively as a positive and productive team member
- Demonstration of integrity, calmness and personal resilience
- Commitment to provide person centred customer service
- Commitment to a problem solving approach to managing risks.

Special requirements

- Willingness to use own motor vehicle, that must be registered, insured and road worthy, to travel to clients

Desirable Requirements

- A basic understanding of aged care packages

STATEMENT OF ACCOUNTABILITY

I have read, understand and accept the requirements of this position description, including but not limited to the obligation to:

- Work to and demonstrate commitment to SCC's "Better for life" model in everything I do
- Perform all duties and behave at all times in accordance with the SCC Code of Conduct
- Perform my duties to meet contemporary best practice professional standards applicable to my role
- Treat all residents, clients and their family and support persons, staff and volunteers with respect, dignity and good humour
- Participate in a performance review during the probationary period and at subsequent annual and as required reviews
- Exercise a duty of care and comply with other common law and regulatory requirements in the performance of my duties
- Work in a safe and healthy manner at all times
- Maintain privacy and confidentiality standards applicable to residents, clients and SCC
- Work to and promote SCC's approach to healthy ageing and person centred care
- Comply, as applicable, to all legislative and regulatory requirements including the Aged Care standards
- I commit to modelling SCC's values at all times:

SERVICE	Be the difference to people in our community, through your service, dedication and positive commitment to helping others.
COURAGE	Be the difference by having the courage to step out of your comfort zone to do what needs to be done and trusting in your teammates to do the same.
COMPASSION	Be the difference by working with compassion, a deep sense of empathy, concern and humanity towards others.

- I acknowledge that the duties of my role may change with duties added to, deleted or modified, and I may be required to do additional duties over those listed in this PD from time to time in line with the skills requirement of the role
- I understand the consequences of not adhering to the requirements of the position description may involve disciplinary action up to and including termination of employment.

YOU			
Name			
Signed		**Date**	

Version No	*Updated*	*Approved by*	*Date approved*	*HR Review date*	*HR Reviewer*
6	24/02/2026				