

Statement of Duties

Position Title: Adult Day Centre Assistant - KIH&HC	Position Number: 503052	Effective Date: March 2021
Group: Hospitals North/North West – King Island Hospital and Health Centre (KIH&HC)		
Section: Primary Health Services	Location: North West	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Part Time	
Level: 4	Classification: Health Services Officer	
Reports To: Adult Day Centre Coordinator		
Check Type: Annulled	Check Frequency: Pre-employment and Recurrent	

Focus of Duties:

Under supervision of the Adult Day Centre Coordinator, assist with the care of Adult Day Centre clients in regard to:

- Personal care;
- Providing assistance with planning, implementation and evaluation of activities; and
- Catering and domestic roles.

Duties:

1. Assist with the planning and evaluation of individual and group programs in consultation with clients.
2. Organise and implement activities to meet client need.
3. Assist clients with personal care as required.
4. Report any noticeable changes in clients to the Adult Day Centre Coordinator.
5. Advocate for, and encourage clients to maintain independence.
6. Ensure person-centred care is pivotal to all Adult Day Centre operations.
7. Assist with the serving and delivery of client's meals and provide assistance with catering for special functions.
8. Promote Adult Day Centre programs within the community.
9. Attend meetings and provide input into client care and quality improvement programs.

10. Assist with the transport of Adult Day Centre and community clients.
11. Implement health promoting activities targeting Adult Day Centre clients in conjunction with other Primary Health Care providers.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- Under the direction of the Adult Day Centre Coordinator, assist with activities for individuals and groups and work within the standards of the programs implemented.
- Maintain client confidentiality at all times.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer*. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

* as required by CHSP, occupants of this role are required to undertake a conviction check assessment every three years.

Selection Criteria:

1. Demonstrated practical experience in working with the frail, aged and disabled in rural and remote communities.
2. Ability to work with individuals and groups, assist clients with personal care, encourage participation and improve quality of life through selected activities.
3. Practical knowledge of craft and leisure activities and ability to develop programs which support improved quality of life for clients.
4. Effective communication skills with the ability to show sensitivity and acceptance of diversity, health limitations and disability in others.
5. Ability to be self-motivated.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The State Service Act 2000 and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.