

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Home Help Personal Carer
<b>Position Number:</b>	Generic
<b>Classification:</b>	Health Services Officer Level 3
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North West - Primary Health Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North West
<b>Reports to:</b>	Relevant Manager/Supervisor
<b>Effective Date:</b>	June 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment and Recurrent
<b>Essential Requirements:</b>	<p>Current Driver's Licence</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Certificate 3 in Individual Support/Aged Care or other relevant qualifications if employed to provide personal care</p> <p>Current First Aid Certificate</p>
<b>Position Features:</b>	Travel to client homes across the designated region within the North West is a requirement of this role

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Within a primary health care framework, the Home Help Personal Carer will function effectively as a member of the health care team concerned with the care of an individual and their family unit within the community setting.

The occupant of this position provides home help and personal care to the client within their own home.

## Duties:

1. Perform essential household and personal care duties as assessed and documented in the client's care plan.
2. Transport relevant equipment to client homes to perform household and personal care duties.
3. Provide feedback to staff coordinating the service of any significant changes in client health status.
4. Maintain effective communication with clients, home care personnel and other service providers as required.
5. Attend meetings with the relevant manager/supervisor and regional management team as required.
6. Undertake staff development activities and mandatory training as directed.
7. Work within Work Health and Safety guidelines.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. 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.

## Key Accountabilities and Responsibilities:

The Home Help Personal Carer works under the direction and supervision of the Relevant Manager/Supervisor, and is responsible for:

- Providing a high standard of home help/personal care services, this includes maintaining a high standard of hygiene and cleanliness in practice and personally.
- Maintaining client confidentiality.
- Reporting to the relevant manager/supervisor any obvious changes in the conditions of the clients.
- Displaying approved means of identification and wearing the supplied uniform.
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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 dishonest
  - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

\*As required by the Commonwealth Home Support Program and/or the Aged Care Act, occupants of this role are required to undertake a conviction check assessment every three years.

## Selection Criteria:

1. Demonstrated knowledge of and experience in performing domestic duties for the aged and/or people with a disability within their own home.
2. Awareness of Agency policies and procedures and an understanding of confidentiality and rights of clients'
3. Ability to establish and maintain effective written and verbal communication with clients and Community Health team members, and the ability to work harmoniously as a member of a team.
4. Ability to work competently with minimal supervision.
5. Well-developed organisational and time management skills with the ability to exercise initiative and judgement.
6. Awareness of other support agencies/services that may be available to clients.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).