

## Position Description

<b>Title</b>	HACC PYP Community Care Worker
<b>Business unit</b>	Home and Community Care Program for Younger People (HACC-PYP)
<b>Location</b>	Latrobe and Baw Baw Local Government Areas
<b>Employment type</b>	Casual and Part Time
<b>Reports to</b>	Team Leader – HACC PYP

### About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

HACC-PYP is for people aged under 65 and Aboriginal people aged under 50 who need assistance with daily activities, including personal care, dressing, preparing meals, house cleaning, property maintenance, community access and using public transport.

The HACC PYP Community Care Worker provides services to support younger people with disabilities, and their unpaid carers. These services help people live as independently as possible in the community.

The goal is to promote and maintain a person's independence and enhance their quality of life in accordance with the Home and Community Care Program for Younger People (HACC PYP) guidelines.

HACC PYP community care work involves a flexible rostering arrangement in which the workplace is primarily the private homes of clients or their carers in Baw Baw and Latrobe local government areas.

### 2. Scope

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### Budget:

- Nil

### People:

- Nil
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## 3. Relationships

### Internal

- Team Leader, HACC PYP
- Home and Community Care Workers
- Administration and rostering staff
- Assessment and Facilitation Officers

### External

- Clients and client's significant others and family
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## 4. Key responsibility areas

The main types of HACC-PYP services are:

- domestic assistance
- personal care
- nursing
- allied health services (such as physiotherapy, podiatry and dietetics)
- food services (delivered meals and centre-based meals)
- planned activity groups
- property maintenance
- respite services
- friendly visiting
- respite and transport services provided by volunteers.

### Environmental/Household Maintenance

Perform routine domestic tasks necessary to maintain the normal functioning of a household, including:

- cleaning bathroom, toilet, laundry and fixtures
- cleaning, dusting, polishing furniture and fixtures
- washing, hanging out, ironing, folding clothes/household items
- washing dishes and utensils
- preparing and cooking meals
- making beds, changing linen
- cleaning the stove, refrigerator and inside windows
- shopping, paying bills, etc., for client
- transporting clients to appointments or shopping
- washing, polishing, vacuuming floors

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### Personal Care

If required, assist client's with:

- bathing, showering, washing face and hands
- dressing for the day, or getting undressed
- eating and drinking, including cooking and preparing food and special diets
- grooming (washing/brushing hair, shaving, checking clothing, etc.)
- using toilets or commodes, emptying commodes
- assist with prescribed exercise or therapy programs
- fitting of aids/appliances, such as splints and calipers
- monitoring medication compliance – reporting problems
- providing or obtaining effective assistance in an emergency

### Social/Emotional Support and Monitoring

- Monitor client's wellbeing and discuss any changes with Team Leader
- Encourage clients to maintain their independence within the limits of their physical and mental capacity
- Provide emotional support to enable clients to adjust to their personal circumstances, such as disability, death of a spouse etc.
- Encourage a positive attitude and build on the person's strengths and assist them to live independently
- Support clients to maximise their potential, retaining their sense of self esteem and dignity

### Respite Care/Group Activities

Respite is designed to support care relationships and strengthen the capacity of the person's carer to maintain their care role. Respite support provides a break for the carer from their usual care role to enable them to participate in community, social and other activities.

By providing activities to the person being cared for respite services can:

- support the person's emotional wellbeing, social inclusion and participation
- provide assistance with skills development and capacity building

Planned activity groups support people's ability to remain living in the community by providing a range of enjoyable and meaningful activities. These activities support social inclusion, community participation, and build capacity in skills of daily living.

HACC PYP Community Care Workers may be required to provide:

- Respite (one on one social/community engagement activity) for the young person or the carers of people with disabilities or long term illnesses
- Respite care for dependant children who have disabilities
- Respite for carers from their caring role
- Supporting young people or their carers to participate in group activities

### Quality Improvement and Evaluation

- Ensure that the client's right to confidentiality is preserved and protected
- Report to the Team Leader HACC PYP for case discussion and briefing
- Ensure that any hazardous circumstances (dangerous electrical appliances etc.) that could affect the health and safety of the Support Worker and/or client are avoided and rectified by the client and/or reported to the Team Leader HACC PYP
- Attend training sessions as required

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### People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

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## 5. Person specification

### Qualifications

- Minimum Certificate 3 in Home and Community Care (or equivalent qualification)
- Current First Aid and CPR Certificate Level 2
- Satisfactory Police check
- Current Victorian drivers licence

### Experience

- Demonstrated ability to perform routine domestic tasks as necessary to maintain the normal function of a household
- Experience in the personal care of children and vulnerable people
- Ability to provide monitoring and social/emotional support for clients in a sensitive and confidential manner
- A record of self motivation and positive work attitude
- An understanding of confidentiality

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.

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- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Demonstrated excellent customer service skills and effective time management
- Basic computer and technology literacy
- Ability to be reliable and to work with minimal supervision
- Demonstrated ability to innovate and implement activities to enhance client outcome

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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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