DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:**  | Home Maintenance Officer/ Personal Care Worker |
| **Position Number:** | Generic |
| **Classification:**  | Health Services Officer Level 4 |
| **Award/Agreement:**  | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals South - Sub Acute, Aged and Community ServicesHome Care South |
| **Position Type:**  | Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual |
| **Location:**  | South |
| **Reports to:**  | Home Maintenance Supervisor |
| **Effective Date:** | October 2020 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment and Recurrent |
| **Essential Requirements:**  | Current Driver’s Licence*\*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.* |
| **Desirable Requirements:** | Certificate III in Individual Support (Aged Care) |
| **Position Features:** | Positions are located at St Johns Park and other community health centres in the southern area. See position advertisement for specific location The Home Maintenance Officer/Personal Care Worker are regularly required to travel across southern Tasmania |

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 and in accordance with Agency policies and legal requirements, assist other health care staff in the provision of personal care and mobility duties for the frail, aged and the younger disabled including lifting and transferring clients.

Carry out a wide range of non-trade maintenance and gardening services for home based clients referred to Home Maintenance Services.

Work as a member of a multidisciplinary health care team maintaining close liaison with Community Nursing, Allied Health Services and Home Care South.

### Duties:

1. Support client independence by:
	* Receiving and actioning personal care and/or client transfer referrals.
	* Reporting obvious changes in health and wellbeing of clients to appropriate senior staff.
	* Receiving and actioning home maintenance referrals including minor modifications and gardening services.
	* Delivering and collecting equipment for Palliative Care and the Southern Community Equipment Scheme as directed by the Home Maintenance Supervisor.
	* Participating in client reviews and on-site assessments associated with home modifications as required and in consultation with multidisciplinary team members.
2. Collate and maintain appropriate administrative records including details of daily activities and participate in quality improvement activities including meeting and consulting with the Home Maintenance Supervisor.
3. Undertake regular maintenance of equipment and ensure correct operations of vehicles, tools, fixtures and fittings.
4. 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.
5. 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 Maintenance Supervisor will have overall responsibility for supervision and performance management issues. Within established guidelines, instructions and service criteria, the occupant of this position is responsible for:

* Providing general maintenance and gardening services to home based clients.
* Exercising initiative in problem solving when completing allocated tasks.
* Providing lifting and transfer services to clients.
* Exercising reasonable care in the performance of duties consistent with Work Health and Safety guidelines and in accordance with policies and procedures applicable to the provision of general maintenance and gardening services.
* Promoting a positive image of the service to the public.
* Champion 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, exercise 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.
* Comply 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:
	1. crimes of violence
	2. sex related offences
	3. serious drug offences
	4. crimes involving dishonesty
	5. 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 competence and experience in the execution of general non-trade home maintenance and gardening procedures including minor modifications and the operation of appropriate machinery.
2. Understanding of building regulations in relation to minor home maintenance issues and safe work practices and their practical application to maintenance services.
3. Knowledge of the principles involved in manual handling and the correct use and care of equipment, tools and vehicles
4. Demonstrated problem solving ability and sound communication and interpersonal skills, with the capacity to establish and maintain rapport with clients, staff and the general public.
5. Knowledge of personal and practical care services for the aged and the younger disabled, together with understanding of the confidentiality and rights of clients.
6. Ability to work harmoniously as a member of a team and experience in working with minimal direct supervision.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).