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## SA Health Job Pack – Casual Pool

<b>Job Title</b>	Community Home Helper
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	877786
<b>Applications Closing Date</b>	26 September 2025
<b>Region / Division</b>	Riverland Mallee Coorong Local Health Network
<b>Health Service</b>	Community Health Service
<b>Location</b>	Lameroo
<b>Classification</b>	WHA2
<b>Job Status</b>	Casual (up to 26 September 2025)
<b>Salary</b>	\$28.53 - \$28.82 per hour + 25% casual loading

## Contact Details

<b>Full name</b>	Sheridan Kulper
<b>Phone number</b>	8576 4677
<b>Email address</b>	sheridan.kulper@sa.gov.au

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## ***Risk Category A (direct contact with blood or body substances)***

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↪ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↪ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## ROLE DESCRIPTION

<b>Role Title:</b>	Home Care Attendant
<b>Classification Code:</b>	WHA2
<b>LHN/ HN/ SAAS/ DHA:</b>	Riverland Mallee Coorong Local Health Network
<b>Division:</b>	Murray Mallee Community Health Service / Country Health Connect, Mallee
<b>Department/Section / Unit/ Ward:</b>	Community Health
<b>Role reports to:</b>	ANUM- Outreach Coordinator
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C

## ROLE CONTEXT

### Primary Objective(s) of role:

- > To provide first level support to consumers under direction of the Case Manager – Aged & Disability in their homes, promoting independence at home and preventing premature and/or inappropriate admission to residential aged care.
- > Provide a high-quality domestic assistance service, including general household chores such as vacuuming, sweeping mopping floors, cleaning bathrooms and toilets, dusting in special cases, laundry and changing bed linen

### Key Relationships/ Interactions:

- > The Home Care Attendant is responsible directly to the ANUM – Outreach Coordinator
- > The Home Care Attendant works closely with the ANUM- Outreach Coordinator to ensure the provision of a high level of home help service to community consumers.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working in client's homes without direct supervision.

### Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

### **Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SA Health values and strategic directions.

### **General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

### **Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### **White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

### **Cultural Statement:**

Riverland Mallee Coorong Local Health Network (RMCLHN) welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. RMCLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Special Conditions:**

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police or from an accredited CrimTrac Provider confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the National Disability Insurance Scheme (NDIS) Act 2013 must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > NPCs must be renewed every 3 years thereafter from date of issue.
- > WWCCs and NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > A current South Australian driver's licence and a willingness to drive within the Mallee-Coorong region is essential.
- > The incumbent operates under a roster system.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Contribute to general household cleaning tasks in Community Health consumers' homes by:</p>	<ul style="list-style-type: none"> <li>&gt; Undertaking specific tasks as requested/determined on the care plan or home help contract.</li> <li>&gt; Monitoring and reporting consumer and carer wellbeing to the Case Manager.</li> <li>&gt; Reporting and providing feedback to the Case Manager regularly or when there are any changes to consumers and/or carers circumstances i.e. physical, mental or social.</li> <li>&gt; Providing social support and information to consumers.</li> <li>&gt; Considering the advocacy needs of the community/individuals and liaising with Case Managers where appropriate.</li> <li>&gt; Supporting the rights of consumers, carers, other agencies and individuals to make complaints about service provision.</li> <li>&gt; Providing quality domestic cleaning as specified on the home help contract. This may include:               <ul style="list-style-type: none"> <li>- providing laundry services;</li> <li>- mopping, dusting, polishing, washing, sweeping and vacuuming of carpets;</li> <li>- window cleaning using window cleaning tools with extension arms or other accessories but not involving the use of ladders or harnesses;</li> <li>- cleaning of toilets;</li> <li>- bed making;</li> <li>- moving portable furniture and objects;</li> <li>- rubbish collection, removal and disposal;</li> <li>- collection and delivery of linen;</li> <li>- assisting in loading, unloading and transport of linen and equipment.</li> </ul> </li> <li>&gt; Assisting in the cleaning of Community Health equipment.</li> </ul>
<p>Contribute to the efficient and effective operation of the service by:</p>	<ul style="list-style-type: none"> <li>&gt; Reporting any accidents or incidents that occur within the home environment or travelling to or from a consumer's home to the Case Manager – Aged &amp; Disability.</li> <li>&gt; Complying with the use of safety equipment provided, including gloves and circuit breakers when using electrical appliances.</li> <li>&gt; Attending training as required</li> <li>&gt; Identifying any hazardous work situations and advising the Case Manager – Aged &amp; Disability.</li> </ul>
<p>Demonstrate and maintain a satisfactory knowledge and skill base to perform role by:</p>	<ul style="list-style-type: none"> <li>&gt; Undertaking training as required and maintaining required skills and knowledge applicable to the role.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Nil

#### **Personal Abilities/Aptitudes/Skills:**

- > Personal fitness to perform the duties required of the role.
- > Proven ability to work well within a team environment.
- > Ability to work in various settings and relate to all levels of staff.
- > Flexible approach to work and rostering systems.
- > Proven ability to meet deadlines and timeframes.
- > Interpersonal and communication skills and the ability to relate to people from different cultures, backgrounds and circumstances.
- > Ability to provide assistance and co-operation to other staff.
- > Demonstrated ability to perform under general direction.
- > Ability to use discretion and maintain strict confidentiality.
- > Effective written, verbal and numeracy skills.

#### **Experience**

- > Experience in the area of domestic tasks.
- > Experience in dealing with elderly people.

#### **Knowledge**

- > Basic knowledge of safe working conditions.
- > Basic knowledge of Infection Control Standards, including cleaning and sanitizing processes.
- > Basic knowledge and commitment to customer service principles.
- > Knowledge and understanding of the Work Health & Safety Act and Risk Management principles.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Successful completion of Year 11 High School.
- > A current first aid certificate.

#### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrated manual handling skills.

#### **Experience**

- > Experience in the areas of housekeeping and laundry.
- > Limited experience in the use of computer packages eg. Microsoft Word, Excel

## **ORGANISATIONAL CONTEXT**

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### **Organisational Overview:**

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Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

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### **Our Legal Entities:**

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SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

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### **SA Health Challenges:**

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The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

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### **Health Network/ Division/ Department:**

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Riverland Mallee Coorong Local Health Network aspires to be the best provider of rural and remote health services in Australia. RMCLHN, through the inspiration and hard work of its people, delivers high quality and innovative health services to improve health outcomes for country South Australians.

RMCLHN delivers a comprehensive range of health services in hospital and community settings according to population needs. It focuses on integrating its service delivery with metropolitan hospitals and other service providers in country locations. The safety and quality of health services in country South Australia is of primary importance. RMCLHN participates in rigorous national accreditation processes and engage local community members to provide insight and knowledge of the needs of consumers and potential strategies to achieve the best service.

As a member of the Healthy Ageing Team, the Home Care Attendant implements negotiated individualised consumer services using a re-ablement and strengths-based approach and goal directed care planning for eligible individuals in their own homes.

The incumbent works effectively with consumers, carers, health professionals and organisations to provide a high-quality home support service. The position works closely with the Case Managers Aged & Disability and under guidance from the ANUM – Aged & Disability.

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### **RMCLHN Values**

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The values of RMCLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > **Respectful -** We treat everyone as equals and value each other's sense of worth.
- > **Motivated -** We are driven to excel and provide the best quality care to our consumers and communities, when and where they need it.
- > **Compassionate -** We take care of others and act with kindness, empathy, patience and understanding, in all that we do.
- > **Consumer Focused -** We partner and collaborate with consumers, their families, carers and communities, to ensure the planning, delivery and evaluation of our health services is tailored to their needs.
- > **Accountable -** We are dedicated to fulfilling our duties and obligations as a public health service, and endeavour to act with honesty and integrity in all that we do.
- > **Resourceful -** We are agile, adaptable and able to deal skilfully, creatively and promptly with new situations and challenges.
- > **Excellence -** We strive to continually improve and redefine processes, exceed standards and expectations, and deliver access to high quality contemporary care for people in our communities.
- > **Service -** We serve people and our communities courteously, fairly and effectively.

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## Integrity Statement

As a public sector employee, you have the responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of Integrity within SA Health.

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## Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health and RMCLHN's vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** \_\_\_\_\_

**Role Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of RMCLHN as described within this document.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_