



Health Care Worker

Home Care Packages Program

1 x Fixed term part-time (Min 16 hours per week)

Heywood Rural Health has an exciting opportunity for a Health Care Worker to work within our Home Care Packages Program. Our home Care Packages Program provides in home services to 25 people. The position is fixed term up until 30th June 2021, with potential for ongoing employment

This service includes and is not limited to:

- Grocery shopping
- In home respite
- Home care, such as cooking, cleaning and laundry
- Medication prompting

Essential qualifications, skills and experience:

- Certificate III minimum or equivalent in Aged Care
- Current Police Check
- Commitment to provide safe, professional and person directed care
- Demonstrated professional and effective communication and interpersonal skills, with people of diverse cultural backgrounds
- Demonstrated ability to work independently as well as part of a team
- Proficient computer literacy

Benefits:

- Salary Packaging
- Employee Assistance Package
- Wellness Program with our workplace coach

For further enquires please contact Jacki Barnett Community Health Hub manager, on 03 5527 0504, or via email: Jacki.Barnett@heywoodruralhealth.vic.gov.au

To apply please submit your resume and your application letter outlining your essential qualifications, skills and experience to the People and Culture Department by COBD Monday 15th March 2021.

Applications to be addressed to:
People & Culture Department
Heywood Rural Health
PO BOX 159
Heywood, VIC 3304
Email: hr@heywoodruralhealth.vic.gov.au
<https://heywoodruralhealth.vic.gov.au/>

“Committed to the health and wellbeing of our community”



Position:	Home Care Packages – Health Care Worker
Reports To:	Home care Packages Care Coordinators / Community Health Hub Manager
Award:	Health and Allied services, Managers and administrative workers single interest Enterprise Agreement
Minimum Qualifications:	Certificate III minimum or equivalent in Aged Care or equivalent
Selection Criteria:	Police check Victorian Motor Vehicle license Influenza Vaccination First Aid Certificate

Our Vision

Heywood Rural Health is committed to the health and wellbeing of our community.

Our Values

Respect

- We make mutual respect the basis of all interactions
- We respect diversity and respect the dignity of each person
- We embrace the differences in people and perspectives

Responsiveness

- We take actions and opportunities to create results
- We provide services that are person directed and focused on outcomes
- We keep our commitments and promises

Care

- We care about the people and the community within which we work and live
- We care about our colleagues and ourselves
- We support people to develop and build on their strengths

Integrity

- We uphold our professional ethic at all times
- We are honest and fulfil our commitments
- We are accountable for our actions

POSITION OVERVIEW

The role of the Home Care Package Health Care Worker is to provide evidenced based person focused care with the consumer. The Home Care Package Health Care Worker shall act as a role model and practice within the values of Heywood Rural Health. The Home Care Package Health Care Worker shall form an integral part of a multi-disciplinary team and will be required to provide professional person

directed services to consumers, while upholding a high level of professionalism. This rewarding role includes providing in home services to consumers of diverse cultural backgrounds, which includes and is not limited to:

- Grocery shopping
- In home respite
- Home care, such as cooking, cleaning and laundry
- Medication prompting

HEALTH CARE WORKER – GRADE 2 or GRADE 3

PRIMARY OBJECTIVES:

- To assist consumers to maintain their independence wherever possible and to provide daily care using a **person directed** approach in accordance with the persons goal directed care plan / delivery plan;
- To contribute to harmonious relationships within the **team** and work positively to achieve person directed and team goals

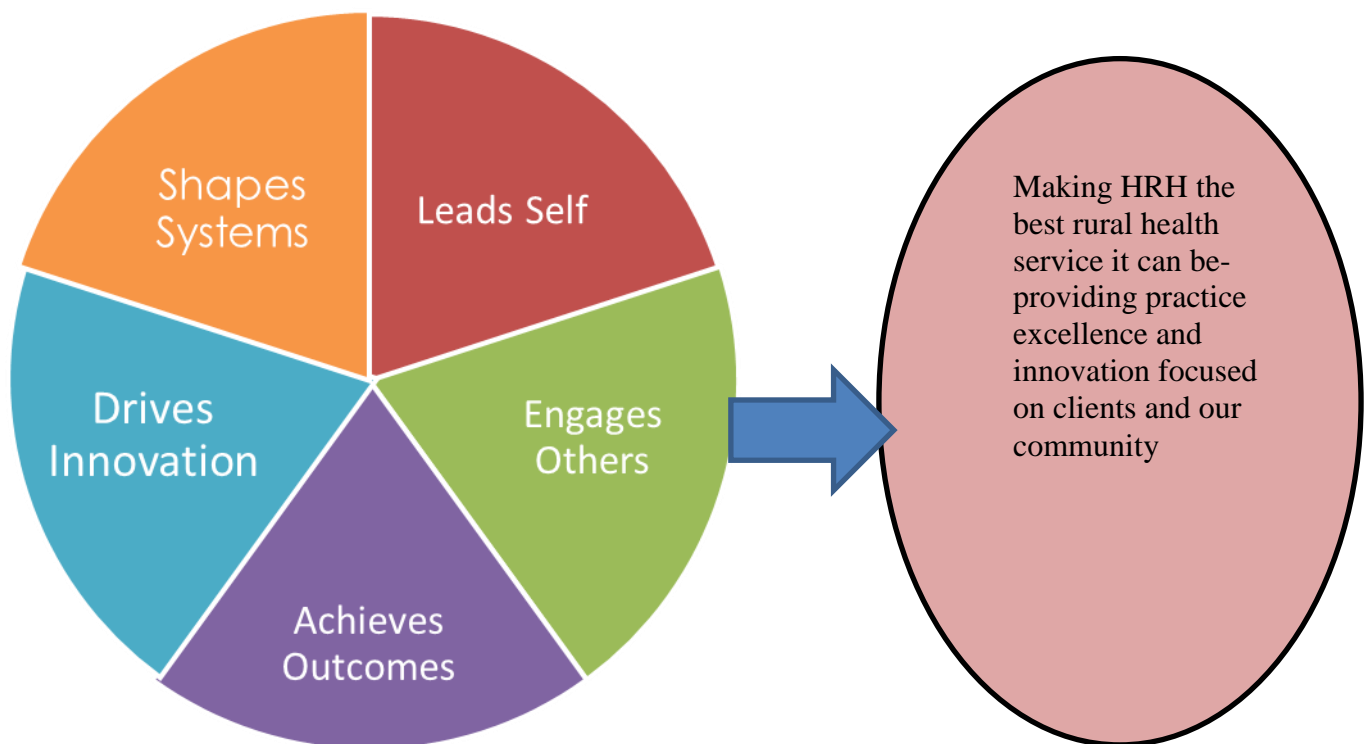
DUTIES AND RESPONSIBILITIES:

- Provide high standard services that support and assist consumers to achieve maximum independence by meeting daily living and personal requirements within the plan of care / delivery plan, with consideration of individual preferences;
- In collaboration with the Care Coordinators, provide care outcomes centred on **evidence based practice**. This includes involving the consumer, and the consumers chosen support person/ family in decision making relevant to their goals of care and preferences;
- As delegated and within level of responsibility, carry out all duties as specified in the persons goal directed care plan/ delivery plan, within the scope of professional boundaries;
- Ensure that the consumers rights, cultural, spiritual and other individual needs are incorporated in all aspects of care and daily living;
- Ensure a **positive** and **best practice** environment for the consumer, relatives and members of staff
- Support and assist in the provision of a clean, comfortable, safe and secure environment;
- Be involved in promoting a holistic and **team** approach to person directed care through effective and professional communication, and consultation with the person, the persons significant others and all members of staff;
- Provide appropriate support in the orientation of new employees as delegated
- Ensure a **positive** and **best practice** environment for consumers, relatives and members of staff
- Perform work in a legal and ethical framework, which supports the rights and interests of people by:
 - following appropriate reporting mechanisms to meet duty of care requirements;
 - Reporting all changes in the consumers health status, as well as identified and potential risks to the Care Coordinators;
 - Directing all enquiries regarding variations to the plan of care / person directed care/ delivery plan to the Care Coordinators;
 - Completing timely, subjective and accurate documentation in accordance with legislation and policy;
 - Ensure compliance with professional and legal requirements, including but not limited to Aged Care Quality Standards, the Charter of Aged Care Rights, and Policy and Procedure.

PROFESSIONAL LEADERSHIP:

- Act as resource person and be role model for less experienced staff.
- Participate in the positive promotion of Heywood Rural Health .
- Be involved in health promotion activities by participating in health education of the client and community.
- Role model the HRH leadership capability framework by
 - Leading Self
 - Engaging others
 - Achieving outcomes
 - Driving innovation
 - Shaping Systems

[HRH Leadership Capability Framework \(LEADS\)](#)



Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. Duties and responsibilities may be reviewed according to service requirements

Occupational Health and Safety Responsibilities

All Heywood Rural Health employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any

employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant HRH OH&S management system Policies, Procedures and programs. This includes the HRH Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Heywood Rural Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<p><u>1 Nursing / Patient Care Role</u></p> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<p><u>2. Maintenance/Hotel Services Staff Role</u></p> <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<p><u>3 Clerical / Administration Role</u></p> <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles
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Other Requirements

- Current police check is required for this role
- Some after-hours work is a requirement of this role
- The incumbent may be required to work occasional shiftwork
- The incumbent will be required to be on-call on occasions

Note to all employees

- You must work within the policies, procedures and guidelines of HRH
- You must demonstrate and understand the application of Accreditation Standards to ensure compliance with applicable regulatory bodies is maintained
- You must demonstrate respect for individual's values, customs and spiritual beliefs to ensure patient / resident care is effective and culturally appropriate
- You must demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice
- You must participate in the HRH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of HRH, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of HRH.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within 3 months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Manager:			
Employee:			