



Internal - Health Care Worker Home Care Packages Program **Minimum of 8 hours per week fixed term, and casual positions available**

We have an exciting opportunity for a Health Care Workers to join our Home Care Packages Program on a fixed term or casual basis. Hours of work can be negotiated to match your availability with the needs of the Home Care package recipient. Home Care Package services are tailored to the individual choices of each person and can include a mix of any of the following:

- Transport: to appointments, including GP or allied health appointments in Heywood and the surrounding community, including Portland
- Grocery shopping: with or without the person
- Personal care, such as assisting with showing, dressing and grooming
- Home care: cleaning the home and laundry. This may also include assisting with meal preparation, such as cooked breakfast
- Medication prompting
- In home respite or social outings: such as coffee outings or short local day trips

Qualifications:

Certificate III minimum or equivalent in Ageing and Support

Essential:

- Valid Motor Vehicle Licence
- Current Police Record Check
- Statutory Declaration
- Evidence of COVID-19 vaccination and Influenza vaccination

Key Selection Criteria:

- Demonstrated ability to work professionally, both independently and within a team, to achieve consumer goals;
- Demonstrated commitment to provide professional Health Care Worker services that are person directed and safe, using a wellness and reablement approach;
- Ensure confidentiality is maintained at all times, and continues after this employment arrangement has ceased;
- Effective time management skills;
- Demonstrated ability to maintain accurate and timely progress notes;
- Professional interpersonal, oral, written communication skills, including information technology skills.

For further enquires please contact Jacki Barnett, Community Health Manager. Telephone 5527 0504 or email: Jacki.Barnett@heywoodruralhealth.vic.gov.au

A copy of the position description can be found on our website www.heywoodruralhealth.vic.gov.au

To apply please submit your resume and your application letter outlining your qualifications, essential requirements, with your response to the Key Selection Criteria to the People and Culture Department.

Applications close 5.00pm, Sunday 12th December 2021. Send your application, along with two current referees to:

Erin Wilson, People and Culture Facilitator
Heywood Rural Health
hr@heywoodruralhealth.vic.gov.au
PO BOX 159, Heywood, VIC 3304

“Committed to the health and wellbeing of our community”



POSITION DESCRIPTION

Position:	Health Care Worker – Home Care Packages program
Reports To:	Home Care Packages Care Coordinators
Hours of Duty:	Minimum of 8 hours per week
Tenure:	Fixed term up until 31 st December 2022, with potential for ongoing employment

Award:

Minimum Qualifications: Certificate III minimum or equivalent in Ageing and Support

Essential:

- Valid Motor Vehicle Licence
- Current Police Record Check
- Evidence of COVID-19 vaccination and Influenza vaccination
- Statutory Declaration

Key Selection Criteria:

- Demonstrated ability to work professionally, both independently and within a team, to achieve consumer goals;
- Demonstrated commitment to provide professional Health Care Worker services that are person directed and safe, using a wellness and reablement approach;
- Ensure confidentiality is maintained at all times, and continues after this employment arrangement has ceased;
- Effective time management skills;
- Demonstrated ability to maintain accurate, subjective and timely documentation;
- Professional interpersonal, oral, written communication skills, including information technology skills;

Our Vision

Heywood Rural Health (HRH) 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 perceptions.

Responsiveness

- We take actions and opportunities to create results.

- We provide services that are person-centred 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.

PRIMARY OBJECTIVES/KEY PURPOSE OF THE ROLE:

The role of the Home Care Package Health Care Worker is to provide person focused care with the consumer. The Home Care Package Health Care Worker shall practice within the vision and values of Heywood Rural Health. This rewarding role includes providing home services with consumers of diverse abilities and cultural backgrounds. These services include:

- Transport: to appointments, including GP or allied health appointments in Portland
- Grocery shopping: with or without the person
- Personal care, such as assisting with showing, dressing and grooming
- In home respite or social outings: such as coffee outings or short local day trips
- Home care: cleaning the home and laundry. This also includes such as assisting with meal preparation, such as cooked breakfast
- Medication prompting

To contribute to harmonious relationships within the team and work positively to achieve person directed and team goals.

DUTIES AND RESPONSIBILITIES:

- Provide high level care with the consumer based on the services that are outlined in the consumers care plan and service delivery plan;
- Report all changes in the consumers health status, as well as identified and potential safety risks, to the Care Coordinators, in a timely manner;
- Direct all enquiries regarding variations to the care plan/person directed care/ delivery plan to the Care Coordinators;
- Ensure that the consumers rights, cultural, spiritual and other individual needs are respected in all aspects care and daily living;
- Practice within and maintain professional boundaries;
- Ensure compliance with professional and legal requirements, including the Aged Care Quality Standards, the Charter of Aged Care Rights, and Policy and Procedure;
- Provide support to new and current HCW's

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The Home Care Packages Health Care Worker shall work with Home Care Package consumers, and their family/ carer (where relevant) using a wellness and reablement approach. The Health Care worker shall complete personal care and home care tasks as outlined in the consumers care plan and service plan. If the consumer requests any changes to personal or home care services the Health Care Worker will communicate this to Care Coordinator staff, to enable the consumers care plan and service plan to be updated, before any changes to services provided can start.

The Home Care Packages Health Care Worker will provide timely updates on care and services provided to the consumer. Especially if there is a change in the consumers:

- Physical Health;
- Mental Health and wellbeing;
- Social and family support network (including carer if applicable);
- Home environment

That can impact on the consumers' safety

The Home Care Packages Health Care Worker shall be role model and mentor for their peers, dependent on level of experience.

JUDGEMENT AND DECISION-MAKING:

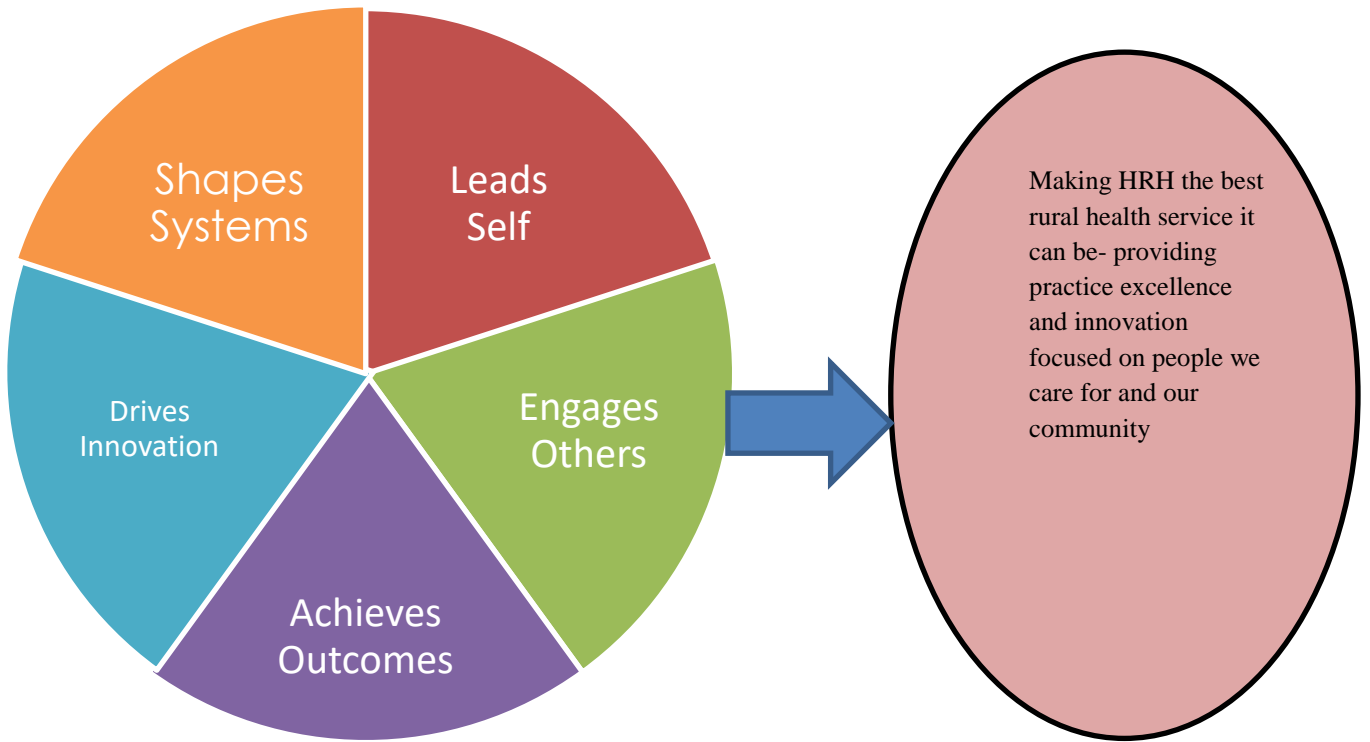
The Home Care Packages Health Care Worker shall work within the scope of their role, and communicate consumer requests that are outside the tasks outlined within their role to Care Coordinator staff to action.

The Health Care Worker shall maintain professional boundaries with consumers, the consumer's family and the consumers support and social network, at all times.

PROFESSIONAL LEADERSHIP:

- 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; and
 - Shaping Systems.

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



Position Requirements

N.B. Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this role and are not to be interpreted as being all-inclusive. Duties and responsibilities may be reviewed according to service requirements.

Position Requirements	Tick Box Below
A current National Police Check must be provided prior to commencement at HRH.	✓
Evidence of Professional Registration (if required)	✓
Allocated responsibility for OH&S matters within the department – for Managers	
Assigned responsibility for ensuring any legislative and policy changes are communicated to relevant staff – for Managers	
Current Advance Life Support (ALS) Certificate Required (For RN's only)	
Evidence of Professional Qualification (if required)	✓
Valid Victorian Driver's Licence (if required)	✓
Valid Trade Licence (if required)	
Compliance with HRH Workforce Immunisation requirements	✓
Satisfactory Working with Children Check (if required)	
Undertake Pre-Employment Check as per HRH policy (This is mandatory prior to commencement and when required during employment)	✓
Typical Work Schedule (As specified in relevant staff Roster)	✓

JOB DEMANDS CHECKLIST

Heywood Rural Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks			✓		

Standing	Remain standing to perform tasks	✓					
Walking	Periods of walking required to perform tasks				✓		
Bending	Forward bending from waist to perform tasks			✓			
Kneeling	Remaining in a kneeling position to perform tasks	✓					
Lifting/Carrying	Light lifting and carrying			✓			
	Moderate lifting and carrying			✓			
	Assisted lifting (mechanical, equipment, person assist)		✓				
Working at Heights	Ascending and descending ladders, stools, scaffolding					✓	
Pushing / Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment		✓				
Reaching	Arms fully extended forward or raised above shoulder	✓					
Crouching	Adopting a crouching posture to perform tasks	✓					
Foot Movement	Use of leg and/or foot to operate machinery		✓				
Head Postures	Holding head in a position other than neutral (facing forward)	✓					
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding			✓			
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands			✓			
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus, etc.			✓			
Aspects of Normal Workplace			Frequency				
Demands	Description	I	O	F	C	N/A	
Psychosocial Demands							
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. family violence, emergency or grief situations	✓					
Aggressive / Unpredictable People	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness	✓					
Exposure to Distressing Situations	E.g. Child abuse, family violence, delivering bad news, viewing extreme injuries, viewing deceased	✓					

Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					✓
Noise	Environmental/background noise necessitates people raising their voice to be heard					✓
Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE	✓				
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation	Working with radiologic equipment					✓

Other Requirements

REQUIREMENTS	
Code of Conduct	HRH employees are expected to adhere to the values as outlined in the <i>"Code of Conduct for Victorian Public Sector Employees 2015"</i> . Breaches of the Code of Conduct may result in disciplinary action.
Compliance	During the course of your employment at HRH, you must maintain currency of all pre-screening and credentialing/other matters specified in your HRH Contract of Employment.
Confidentiality	You must ensure the affairs of HRH, its patients, residents, clients and staff remain strictly confidential and are not divulged to any third party, for any reason, except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests of HRH. Any breach of confidentiality will be viewed as a serious matter and may be the subject of disciplinary action including termination.
Contract of Employment	Your appointment is subject to your acceptance of the terms and conditions as laid out in your Contract of Employment. Terms and conditions will apply until by mutual agreement they are altered or replaced in writing.
Cultural Diversity	Recognise and respect cultural diversity within the community and be committed to respecting the individual beliefs, age gender, economic , cultural and linguistic backgrounds of HRH clients and staff
Education	HRH is committed to education. All employees have a responsibility to undertake their own professional development. Mandatory and compulsory training is complied with in accordance with the Mandatory and Required Training Policy and Procedure and Training Matrix as well as other directives as notified throughout the year. Similarly, management has assigned responsibility for ensuring any legislative and policy changes are communicated to you as and when they occur.

Gender Equality	As a HRH employee you will contribute to equal and measurable outcomes for women, men and gender-diverse people. This includes equal representation, status and rights, establishing equal opportunities for all people to contribute to national, political, social and cultural development; and for all to benefit from these results.
Infection Control	It is your responsibility to comply with the Infection Control policies and practices of HRH. You will also be expected to participate in infection control education yearly.
Information Technology	You will need to be aware of the need to be familiar with and able to access and use the technology systems e.g. computer, intranet, email, telephone, photocopier, facsimile machines, Data Projector. You may/will also need to become familiar with the programs used by HRH e.g. Electronic patient records –TRAK, Riskman, Platinum 5, eHCP.
OH&S	<p>You are required to comply with all HRH Occupational Health and Safety policies and procedures.</p> <p>You are to take reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of an employee in the workplace. You are to:</p> <ul style="list-style-type: none"> ▪ Follow safe work practices and use personal protective equipment as required; ▪ Participate in OH&S consultation and OH&S training initiatives; ▪ Report as soon as practicable, unsafe equipment, work practices or conditions (Occupational Health and Safety Act, clause 25) ▪ Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences; assist with any investigations and the identification of corrective actions; ▪ Co-Operate with managers and supervisors so they can meet their OH&S responsibilities; ▪ Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk; and ▪ Perform only those tasks for which you have received appropriate training and instruction.
Performance Appraisal	You and your manager are responsible for conducting your performance appraisal at one month, five months and annually thereafter.
Police Check	Your appointment is subject to a satisfactory police records check. As this process can take several weeks prior to the commencement of shifts, you may supply a statutory declaration indicating you have no conviction for murder, sexual assault or assault resulting in imprisonment. These convictions will automatically preclude you from working in HRH.
Probation period	A three months’ probation period will apply.
Privacy and Confidentiality	Employment is subject to your compliance with the <i>Health Records Act</i> . This <i>Act</i> requires compliance with Principles related to privacy regarding data collection (including photos), usage and security.

Quality and Safety	<p>HRH is committed to providing Safe, High Quality Care across all services. Expectations on staff to support this include:</p> <ul style="list-style-type: none"> • Demonstrate a commitment to best practice; • Take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care; • Ensure all Health Service activities are in accordance with the National Safety and Quality Healthcare Standards (Organisation-Wide) – 2nd Edition, the Home Care Common Standards (Primary and Community Health) and the Aged Care Accreditation Standards – July 2019; • Actively participate in the HRH Safety and Quality Program. All staff will contribute to quality improvement activities aimed at improving patient/resident/client outcomes and maintaining accreditation standards; and • Be actively involved in processes to monitor and evaluate the performance of the services provided by the work area. <p>N.B. It is the responsibility of every staff member to be familiar with HRH Service-Wide and specific Departmental Policies & Procedures.</p>
Smoke Free Campus Policy	Smoking is prohibited throughout all buildings and vehicles controlled by HRH. This policy applies to staff, consumers, residents, volunteers, visitors, contractors and others.
Staff Development	You are required to attend an Orientation Day prior to commencement of employment and participate in the Professional Development Program.
Termination of Employment	Four weeks (or as per Enterprise Agreement) written notice of termination of employment to be provided to their Department Manager.

As the incumbent of this position:

- i. I acknowledge I have received a copy of this Position Description, and have read and understand the requirements of this role. I agree to work in accordance with this Position Description;
- ii. I confirm I have read the Job Demands Checklist detailed in this Position Description, understand its content, and agree to work in accordance with the requirements of this Checklist;
- iii. I also understand this Position Description forms part of my Contract of Employment with HRH; and
- iv. I am aware management has assigned responsibility for ensuring any legislative and policy changes are communicated to you as and when they occur.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Please forward signed copy to:

People & Culture Department erin.wilson@heywoodruralhealth.vic.gov.au