West Wimmera Health Service
P.O. Box 231 NHILL, VICTORIA 3418
Telephone: 5391 4222
Facsimile: 5391 4228

Position	**Support Worker**		
Location	West Wimmera Health Service	**Reports to**	Community Care Manager
Award	Social, Community, Home Care and Disability Services Industry Award 2010	**Level**	TBA
Effective Date	May 2018	**Next Review**	May 2019
Position Overview			
Key Result Areas	▪ Provision of quality, safe and efficient care ▪ Professional Development & Practice ▪ Adaptable behaviours ▪ Technical Skills ▪ Communication		
Liaises with	**Internal:** All staff, Managers and Executive Directors **External**: Patients/Relatives, External consultants		

POSITION RELATIONSHIPS:

Responsible To	Executive Director of Business & Strategy
	↑
Responsible To	Community Care Manager
	↑
This Position	Support Worker

KEY RESPONSIBILITIES:

- To participate in providing a high standard of service for the patient, care recipients and community care clients within the West Wimmera Health Service
- To provide care and supervision to the consumers in line with the promotion of an independent living environment.
- To adhere to the philosophies and policies of the West Wimmera Health Service

STATEMENT OF DUTIES:

Duty No	Details
1.0	**LEADERSHIP**
1.1	Actively participate in the delivery and evaluation of care to clients. Ensure assessment and care is provided within the resources available, and meets individual client needs.
2.0	**PROFESSIONAL PRACTICE**
2.1	Ensure that approved service, policies and procedures are maintained observed, practiced and are regularly reviewed.
2.2	Initiate, maintain and promote research, which will ultimately improve the quality of care provided.

2.3	Maintain documentation including progress notes, care plans and other required documents.
2.4	Provide activities for all clients to encourage socialization and participation in activities.
2.5	Undertake general household tasks i.e. vacuuming, washing, ironing, cleaning to ensure designated areas are appropriately cleaned.
2.6	Undertake food preparation if requested with strict adherence to food safety.
2.7	Attend all required staff meetings and trainings
2.8	Any other associated duties as delegated by the management at any time.
3.0	**PERSONNEL MANAGEMENT**
3.1	Ensure sufficient stock is available for the efficiency for the home.
4.0	**FINANCIAL MANAGEMENT**
4.1	Be responsible for the management/adherence to the unit budget
5.0	**QUALITY**
5.1	Assist in implementing the objectives of the West Wimmera Health Service.
5.2	Assist with the planning and implementation of the Quality Activities program, including participation in preventative maintenance programs.
5.3	Ensures that approved West Wimmera Health Service policies and procedures are adhered to
5.4	Ensures the West Wimmera Health Service Infection Control and Occupational Health and Safety policies are adhered to.
5.7	Be aware of, promote and adhere to the West Wimmera Health Service infection control programme
5.8	Ensure care recipients rights; privacy and confidentiality are maintained at all times.
6.0	**COMMUNITY INVOLVEMENT**
6.1	Positively promote the organisation both internally and externally.
6.2	Cooperate fully with volunteer groups associated with the Service and other interested group in the community.
7.0	**SAFETY AND RISKMANAGEMENT**
7.1	Adhere to all mandatory compliance requirements, such as: CPR, No-lift, Fire Evacuation, etc.
7.2	Ensure awareness of the West Wimmera Health Service's emergency procedures.
7.3	Identify measures for patients, residents, clients, visitors and staff safety within the unit using the guidelines of WorkCover as related to the current Accident Compensation Act.
7.4	Maintain a true and accurate time sheet and vehicle logbook
8.0	**APPRAISAL**
8.1	Initial appraisal – 3 months after appointment Thereafter – 12 monthly.

SELECTION CRITERIA:

KEY SELECTION CRITERIA:

1. Victorian Driver's Licence.
2. Ability to communicate with clients, families, carers and the general public.
3. 12 monthly Police Checks
4. Working with Children Check

DESIRED SELECTION CRITERIA:

1. Certificate III in Aged Care
2. Previous experience working in an Aged Care Residential Facility.
3. Certificate IV in Disability

SPECIALISED EQUIPMENT OPERATED:

Computers, photocopiers, facsimile machines and all other equipment as required.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature:

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Support Worker

Date:

Signature:

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Community Care Manager

Date:

Signature:

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Executive Director of Business & Strategy

Date: