

This document is effective from 16/4/19

Staff Name:

Position Title	Home Support Worker
Responsible to	Coordinator Home Support Services and /or Senior Manager Community Home Care Packages

Selection Criteria:

The required skills and knowledge for this position are:

- Genuine interest in working with ageing clients from Culturally and Linguistically Diverse (CaLD) and/or LGBTI backgrounds.
- Ability to work as a member of a team as well as independently.
- Understand Umbrella’s purpose and mission.
- Ability to work with clients in a group setting or individually.
- Prepared to learn about the Aged Care Quality Standards and Umbrella’s policies and procedures.
- Good written, oral and communication skills.
- Being fluent in another language other than English is desirable.
- A current and valid national police clearance (obtained in the past 3 months).
- A current and valid first aid certificate within the last 3 years.
- A medical clearance valid for 2 years

Additional Selection criteria for Social Support Driver (Bus Driver) position

- LR license and clean driving record with no pending penalties.
- Knowledge of the Perth metropolitan area.

Scope:

The efficient and safe delivery of home and community-based services to Umbrella clients at various locations throughout the metropolitan area (including client’s home).

To provide an environment that is safe, supportive, welcoming and meaningful to clients.

The key duties, expected outputs and outcomes for this position **may include:**

DOMESTIC ASSISTANCE

Duties	Frequency
<ul style="list-style-type: none"> • Cleaning – general household duties including change of bed linen and removal of domestic rubbish. • Laundry - clothing, bed linen and other items. • Cooking - assist in food and meal preparation and with feeding (if required). • Shopping – unaccompanied • Payment of clients bills - unaccompanied 	As per care plan or as required.

PERSONAL CARE (Activities of Daily Living)

Duties	Frequency
<ul style="list-style-type: none"> • Showering/ Bathing • Dressing (including shoes) • Toileting • Other personal hygiene requirements 	As per care plan or as required.

GARDENING

Duties	Frequency
<ul style="list-style-type: none"> • Lawn mowing. • Disposal of grass clippings on the client’s property as directed by the client. • Lawn edging. • Raking of leaves and other loose plant material. • Removal of weeds. • Removal of dead plants and plant material. • Pruning of small bushes and plants. • Light pruning of trees and bushes (able to be reach safely from ground level). • Removal of dead tree and plant material. • Preparation of “green waste” for bulk refuse collection. 	As per care plan or as required.

HOME MAINTENANCE

Duties	Frequency
<ul style="list-style-type: none"> • Only as directed by Senior Manager of Community Home Care Packages 	As per care plan or as required.

SOCIAL SUPPORT – INDIVIDUAL

Duties	Frequency
<ul style="list-style-type: none"> • Assist with access community activities and events. • Assist client to go shopping (accompanied). • Assist client to pay bills, accounts and banking (accompanied). • Assist client to remain active in the local community. • Attend outings and activities with client. • Assist client to attend appointments/ medical visits. • Spend time with client to reduce social isolation. 	As per care plan or as required.

RESPITE

Respite involves providing services to the client whilst the usual carer or family member takes a break. Although the client is receiving the direct support, it is also the carer who benefits from this kind of service. This type of support can include many tasks. The usual client's carer will indicate which duties are required but it can include:

Duties	Frequency
<ul style="list-style-type: none"> • Duties as described under Domestic Assistance. • Duties as described under Social Support – Individual. • Duties as described under Transport. • Provide company for the client. 	As per care plan or as required.

TRANSPORT - INDIVIDUAL CLIENT

Duties	Frequency
<ul style="list-style-type: none"> • Assist client to access community transport options. • Assist the client to travel to appointments or venues but not attend the appointment with them. 	As per care plan or as required.

ALL POSITIONS:

Client Health and Well-being	Frequency
<ul style="list-style-type: none"> • Monitor client's health and well-being. • Notify Coordinator or Manager of any change in client health or welfare. • Identify opportunities to improve client well-being. • Apply Wellness based principles in all duties. 	As per care plan or as required.
Administration	Frequency
Home Support Program	

<ul style="list-style-type: none"> • Collect Client fees and receipt client fees • Transfer electronically or deposit clients' fees into Umbrella's bank account on a fortnightly basis. • Complete timesheets, mileage forms and submit with the 'list of money collected' form (attachment 15) and client fees receipts to the Home Support Service Staff for authorisation every pay fortnight by 5 pm on the Tuesday. • Complete notes and reports on clients if required 	<p>Regularly and as per Program requirements or as directed by Program Managers.</p>
<p>Other Duties</p>	<p>Frequency</p>
<ul style="list-style-type: none"> • Promote a safe working environment and work within Occupational Safety and Health guidelines. • Promote positive aging, dignity, independence and wellness principles in all activities and programs. • Support other staff and volunteers in aspects and duties. • Attend a minimum of 3 of the 5 support workers staff meetings scheduled in a calendar year. A calendar year is January – December of any given year. • Participate in Umbrella's mandatory training 3 times a year. • Attend an annual appraisal meeting with management. • Adhere to Umbrella Policies and Procedures. • Maintain client and organisational confidentiality. • Other duties as required or directed that contribute to the delivery of services of the organisation. 	<p>Regularly and as per Program requirements or as directed by Program Managers.</p>

Staff Signature: _____ Date: _____

CEO Signature _____ Date: _____