

POSITION DESCRIPTION

Position Title	Direct Care Worker		
Teams	Diverse Care Planned Activity Group		
Classification	Level 3 Home Care Employee SCHADS Award	Employment Status	Casual
Position reports to	Diverse Care Team Leader PAG Team Leader		
Location	Varies pending on clients' needs and requirements		
Background of organisation			
<p>The Southern Migrant & Refugee centre (SMRC) formerly known as South Eastern Region Migrant Resource Centre (SERMRC) was established in 1993 and is governed by an elected Board of Directors. The SMRC provides a range of community based services for migrants and refugees in the Southern Eastern Region of Melbourne which includes the municipalities of Greater Dandenong, Casey, Cardinia, Oakleigh and Frankston. Staff teams consist of Settlement, Aged Care and Administration. The SMRC staff members work closely with migrant and refugee communities, leaders, service networks and organisations, local government and business.</p> <p>Diverse Care provides services of home care, personal care and respite care, through contracts with aged care agencies and local councils.</p> <p>Planned Activity Group (PAG) is funded by the Home and Community Care (HACC) program. PAG provides regular planned activities for frail aged people from culturally and linguistically diverse (CALD) backgrounds living in the Cities of Casey, Greater Dandenong and Shire of Cardinia. PAGs run by SMRC operate from a variety of community venues in the region.</p>			
Role Purpose			
To provide personal care services to elderly clients in their home or community venues as specified in this position description. The person must be willing and able to undertake all duties as outlined on this position description.			
Key Responsibilities			
General Home Care Duties			
Undertake home care tasks/duties efficiently and effectively so as to maintain a safe, secure, home environment to enable older people to live independently at home and in the community as follows:			
	Duties	Diverse Care	PAG
	vacuuming carpets, mopping floors	Yes	No
	changing bed linen/towels	Yes	No
	dusting furniture	Yes	No
	cleaning baths showers, basins, toilets/commodes	Yes	No
	cleaning stoves, fridges, benches, kitchen/sinks	Yes	No
	removing cobwebs	Yes	No

ironing/laundry	Yes	No
preparing/cooking food	Yes	No
cleaning inside windows	Yes	No

Personal Assistant Duties

Perform or assist with a range of personal assistant tasks in the home and local community, necessary to maintain the effective functioning of the household and the health and quality of life for the client as follows:

Duties	Diverse Care	PAG
transporting client to activities and or appointments (in own vehicle or in the SMRC 12 seater bus)	Yes	Yes
assistance with shopping	Yes	No
social support and monitoring	Yes	Yes
payment of accounts	Yes	No
collection of prescriptions	Yes	No

Personal Care Duties

Assist older people to live independently at home and in the community by assisting them with personal hygiene tasks as follows:

Duties	Diverse Care	PAG
showering/bathing/sponge bathing, toileting	Yes	Yes
dressing/undressing	Yes	No
shaving/hair care/personal grooming	Yes	No
mobility (in and out of bed) such as to sit up, to turn, to stand and walk, to sit; to transfer to commode, wheelchair, chair or vehicle.	Yes	Yes
support clients when required in feeding and drinking, including preparation of food and special diets	Yes	Yes
Assist and prompting clients with fitting hearing aids and communication devices	Yes	Yes
Prompting clients with self-medication	Yes	Yes
assistance with prescribed exercise or therapy programs as recommended by a qualified health professional	Yes	Yes

Respite Care

Provide services which respond to the individual needs of both carers and the person being cared for and provide enjoyable age appropriate activities for the person being cared for as follows:.

Duties	Diverse Care	PAG
companionship and supervision	Yes	Yes
domestic/personal care tasks	Yes	No
shopping,	Yes	No
reading correspondence for the client	Yes	No
transporting client to activities, appointments, shopping, etc	Yes	No
other duties as recommended by qualified health professional	Yes	No

Health and Safety (HS&E)

- Take reasonable care for own health and safety, and health and safety of other persons.
- Utilise any Personal Protective Equipment provided
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with Occupation Health and Safety Act, Victoria 2004

Requirements of the position

Skills and Qualifications

- Minimum Certificate III Aged Care or Home and Community Care
- Current Victorian driver licence.
- Fluent in a relevant community language/dialect desirable.
- First Aid certificate (level 2) or willingness to complete the training. (for PAG Employee only)
- Food Handling certificate Level 1(desirable)

Additional requirements

- Own vehicle with comprehensive insurance

Key Selection Criteria

1. Demonstrate an understanding of, and experience working with frail aged people
2. Ability to establish and maintain an appropriate and professional working relationship with clients and their carers.
3. Ability to monitor, observe and report changes or concerns regarding clients and carers, including basic OHS issues
4. Respect for the rights of clients and their carers, maintaining their dignity, promoting independence and behaving in a non-judgmental manner.
5. Ability to maintain client and carer privacy and confidentiality
6. Trained and competent in manual handling techniques.
7. Demonstrated ability to perform all tasks as per key responsibilities mentioned in this PD
8. Current Victorian Drivers licence

Important Information

Employees from SMRC are required to demonstrate commitment to:

- SMRC Values & Behaviours- **Diversity** **Respect** **Empowerment** **Participation** **Resilience**
- SMRC Code Of Conduct
- Health and Safety Environment
- SMRC Policies and Procedures

All appointments to the SMRC are subject to the following checks

- Reference checks
- Criminal record check
- Some position may be subject to a Working with Children Check

Please visit the SMRC website on www.smrc.org.au for further information