



# NPARC POSITION DESCRIPTION

<b>Position number</b>	2006	<b>Date of last review</b>	September 2020
<b>Position Title</b>	Home Carer		
<b>Classification</b>	Local government Industry Award Stream B Band 1 Level 3 \$50, 429 per annum		
<b>Sector</b>	Home and Community Care (HACC)		
<b>Division</b>	Community Services		
<b>Location</b>	New Mapoon		
<b>Employment Type</b>	Permanent Full Time		
<b>Supervisor</b>	HACC Coordinator		

## 1. ORGANISATIONAL ENVIRONMENT:

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

The Northern Peninsula Area Council Vision is:

*With Respect and pride, we build a future for our children based on unity, equitable self-governance, education and culture.*

The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerb-side collection of rubbish and land-fill disposal, potable water supplies, effective wastewater disposal systems and a range of community services.

## 2. PRIMARY OBJECTIVE OF THE POSITION:

The position will provide quality assistance to client homes, including maintaining hygiene, grooming, shopping, cooking, and serving meals and other in-home assistance as required.

## 3. CONDITION OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the NPARC Certified Agreement 2019, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

## 4. WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES:

The employee shall comply, with the Workplace Health and Safety (WH&S) Act, WH&S regulations, codes of practice and Council's WH&S policies and procedures and shall comply with all instructions given by management in respect of their health and safety the Health and safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

## 5. KEY DUTIES AND RESPONSIBILITIES:

- Assist with planning and managing client care using well-developed interpersonal.
- Provide care to elders, disabled person, an others in the community with identified needs.

- Assist with bathing, dressing, and grooming.
- Assist with toileting, including use of bedpan, commode, or toilet.
- To practice good housekeeping techniques and adhere to the infection control policy.
- To provide ongoing support through a genuine concern for the individual social, emotional, spiritual, and cultural needs of clients.
- To encourage family carers to have input into the planning and ongoing review of the client's care.
- Ensure that the program is delivered in an appropriate, caring, and respectful manner.
- To observe and report any changes in a client's condition or any incidents which have occurred, to the Coordinator.
- Perform other related duties as required.

## **6. SELECTION CRITERIA:**

1. Certificate III Age Care or similar fields.
2. Hold a current first aid certificate.
3. Hold current Class C driver's Licence.
4. Satisfactory National Police Check clearance
5. Eligible Working with Children Blue card check
6. Manual Handling and Infection Control Certificate
7. A strong commitment to working with frail aged and younger people with disabilities.
8. Strong interpersonal and client service skills.
9. Excellent communication skills demonstrate good decision making in dealing with safety and other medical issues.
10. Understanding or ability to acquire an understanding, of home caring duties, housekeeping techniques and infection control policies.
11. High level of honesty, integrity, punctuality, and confidentiality.
12. Able to meet the physical and functional requirements of the role.
13. Knowledge of Workplace Health & Safety regulations.

## **7. KEY PERFORMANCE INDICATORS:**

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all Council policies and procedures
- Compliance with the Council's Code of Conduct

- Compliance with relevant WH&S standards; Safe work practices developed and followed
- Modelled high standard of behaviour and work effort for others to follow
- Effective working relationships within team, Council staff and with community and external agencies; conflicts managed constructively.
- Knowledge of systems and standards used to continuously improve efficiency and effectiveness
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand
- Effective working relationships maintained; conflicts dealt with constructively
- Build and sustain positive relationships with team members, stakeholders, and clients.
- Importance of workplace health and safety is understood and shared with others
- High standards of work quality and behaviour earned respect in the community and within NPARC
- High standards of work quality and behaviour that promotes NPARC within the community
- Help other team members when needed.

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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