Northern Peninsula Area Regional Council
POSITION DESCRIPTION

Position Number	TBA	Date of Last Review	January 2023
Position Title	Care Support Worker (Male)		
Award	Queensland Local Government Industry (Stream B) Award – State 2017		
Classification	Band 1 Level 1		
Division	Community and Regulatory Services		
Section	Home and Community Care		
Location	New Mapoon		
Employment Type	Full Time		
Supervisor	Coordinator, Home and Community Care		
Direct Reports	Nil		
Position Number	TBA		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging, and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

PRIMARY OBJECTIVE OF 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.

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019,* the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and 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.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

- Asist with planning and managing client care using well-developed interpersonal skills.
- Provide care to elders, disabled person, and 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 client's care.
- Ensure that the program is delivered in an appropriate, caring, and respectful manner.
- To observe and immediately report any changes in a client's condition or any incidents which have occurred, to the coordinator.
- Perform other related duties as required.

SELECTION CRITERIA

1. Formal qualifications in age care certificate III or similar fields.
2. Hold a current first aid certificate.
3. Hold current driver's license.
4. A strong commitment to working with frail aged and younger people with disabilities.
5. Strong interpersonal and client service skills.
6. Excellent communication skills demonstrate good decision making in dealing with safety and other medical issues.
7. Understanding or ability to acquire an understanding, of home caring duties, housekeeping techniques and infection control policies.
8. High level of honesty, integrity, punctuality, and confidentiality.
9. Ability to work as part of a team.
10. Able to meet the physical and functional requirements of the role.
11. Capacity to provide comprehensive daily and fortnightly reports to the coordinator.
12. Knowledge of Workplace Health & Safety Regulations.

We agree that this Position Description accurately reflects the role.

Employee Name:_____ Signature: _____ Date:_____
(*Print)*

Manager Name:_____ Signature: _____ Date:_____
(*Print)*

Exec. Manager Name:_____ Signature: _____ Date:_____
(*Print)*