



SEC Care
SOUTH EASTERN COMMUNITY CARE

ABN 11 400 505 189

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Position Title:	Community Support Worker	Location:	SORELL
Date Effective:	December 2022	Review Date:	December 2025
Award:	SECC Community Support Workers Enterprise Agreement	Classification:	Community Support Worker – level 3
Immediate Supervisor:	Director- Care Services (through Coordinator/s)	Provides direction to:	N/A

Function

Work within the Mission Statement, Goal, Policies and Procedures of South Eastern Community Care (SEC Care) to achieve the highest possible standard of care

- Provide without discrimination delegated quality care to the Aged and persons with a Disability to live independently in their own homes and communities
- Maintain appropriate documentation in accordance with legislative and organisational requirements
- Comply with statutory and common law requirements
- Partake in an orientation program, performance reviews and ongoing training programs

South Eastern Community Care is an inclusive workplace, accepting of staff and volunteers regardless of race, religion, sexuality. We will uphold the rights of the individual and support everyone to reach their potential in our workplace.

Primary Tasks

- Provide assistance with personal hygiene, domestic assistance and activities of daily living whilst maintaining a professional relationship with clients and associated people
- Provide services according to individual client care plans and duties agreements
- Maintain concise written documentation
- Report changes in clients health/social status to relevant Coordinator
- Ensure participation in professional self-development, including compulsory attendance at staff meetings
- Work in accordance with statutory and common law requirements
- Maintain safe work practices
- Be responsible for maintaining First Aid certificate including annual CPR, Drivers Licence and comprehensive vehicle insurance, Working with Vulnerable People and National Police Record checks
- Responsible for ensuring safe work practices within own work environment, and contributing to organisation WHS processes and expectations.

- Responsible for maintaining awareness of and working within the organisation’s Quality Framework, includes participating in quality projects where applicable.

Level of Responsibility

- Perform tasks as delegated and in accordance with care plan/s
- Responsible to the Director- Care Services for the satisfactory completion of all delegated duties

Direction and Supervision

- Works under Supervision of Coordinators and reports to relevant Coordinator/s in relation to workplace- client homes
- Completes education and skills maintenance as required by Director – Care Services

Essential Employment Pre-requisites

- Certificate III Individual Support or its equivalent
- Current First Aid including CPR
- Current Drivers Licence
- Reliable vehicle with Comprehensive Insurance
- Current satisfactory National Police Record
- Current Working with Vulnerable People Record

Selection Criteria

1. Demonstrate respect, empathy and understanding towards clients, carers, the families and work colleagues
2. Maintain confidentiality regarding clients, carers, SEC Care employees and volunteer personnel
3. Be able to effectively perform duties autonomously within defined client care plans and timeframes
4. Demonstrate effective communication and interpersonal skills
5. Perform duties within Workplace Health & Safety (WHS) guidelines

Conditions of Employment

- A probationary period of three months applies from the date of commencing employment
- On completion of the probationary period performance reviews will occur at 12 months then two yearly

South Eastern Community Care is an equal opportunity employer, working in a non-smoking environment. Funding is received from the Commonwealth Department of Health and Aging and the State Government Department of Health and Human Services, Home & Community Care Program.

**This Position Description is not definitive.
Primary Tasks vary according to need and specific program guidelines**

Approved:	Director-Care Services	Signature:		Date:	

Sighted:	Employee:	Signature:		Date:	
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