

Please fill in the application form [click here](#)

Position Title	Direct Care Worker (Casual)
Program and Team	Community Support Options
Funded By	Grampians Community Health
Based	We service clients in Northern Grampians Shire, Ararat Rural City and Pyrenees Shire
Responsible To	Program Manager – Community Support Options
Award	SCHADS Home Care Level 3 to 5
Tenure	Subject to the signing of an Employment Schedule All positions are subject to a six month probationary period with a review being conducted before employment is confirmed. The period of employment is subject to ongoing funding and satisfactory work performance *Specific dates as per Employment Schedule
Hours:	*Variable
Date:	August 2017

GRAMPIANS COMMUNITY HEALTH - PREAMBLE:

Grampians Community Health (GCH) is a not for profit Company Limited by Guarantee and operates as a registered Community Health Centre under the Health Services Act. GCH has operated since 1986 and provides a multi-disciplinary approach to psychosocial health in line with a Social Model of Health philosophy. The aim of GCH is to provide coordinated health and community services to people within the Central Grampians and Wimmera sub regions. Staff at GCH work in many areas including: Generalist, Gambling, Alcohol and Other Drug Counselling, Withdrawal Services, Community Nursing, Psycho-Social Rehabilitation, Homelessness, Family Violence, Youth, Community Development, Health Promotion, Senior Adult, Disability and Carers. Information regarding the history and philosophy of GCH may be accessed via the www.grampianscommunityhealth.org.au website.

Vision Statement: “Vibrant & Healthy Communities”

GCH, in collaboration with the communities we serve, will provide excellence and leadership in the development and delivery of primary health care and community services. GCH will facilitate the achievement of healthy living for all throughout the Grampians/Wimmera.

BACKGROUND OF THIS POSITION

The Care@Home Program provides services to people in our community who require assistance in day to day living tasks. Our service operates seven days a week, 24 hours per day to allow members of the community to remain living at home This assistance enables people to remain living independently at home and in the community in a dignified and safe manner, through a person centred care approach as promoted by the Department of Health, the Department of Human Services and the Department of Health and Ageing models of care.

EXPECTED OUTCOMES / KEY MEASURABLE:

Key Tasks and Responsibilities <i>Accountable for</i>	To assist consumers with everyday living tasks such as personal hygiene, support getting in and out of bed, home care, assistance with mobility and monitoring of and /or prompting to take medication
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	<ol style="list-style-type: none"> 2. In performing the above tasks, to assist in the development of skills for independent living. 3. To provide support for allied health programs and other professional care plans. 4. To provide respite for carers in their home 5. To stay overnight if required, in consumers home, and provide assistance, company and security. 6. To provide a positive environment where a consumer may regain confidence and improved quality of life. 7. To backfill facilitators of Active Respite Options Groups 8. To liaise with Co-ordinator regularly on consumer issues. 9. This position requires active participation, where appropriate in the Quality Assurance programs of GCH, principally supervision, Care@Home team meetings & staff development days 10. To complete work rosters / time sheets and return same to the coordinator in a timely manner. 11. To provide such services as directed by the Co-ordinator
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KEY SELECTION CRITERIA:

GCH Standard

1. **Advocacy** at all levels
2. Work within **privacy guidelines** in a small community
3. Have the ability to **prioritise and contain the work load** when necessary
4. Work with a deep understanding of the **social model of health** and how it relates to wellbeing and good health outcomes
5. Understanding and knowledge of and belief in **Quality Assurance**
6. Excellent written and oral **communication** and interpersonal **skills**.
7. Understanding of the **rural community**.
8. Understanding of **health promotion** and the ability to work within this framework
9. Clear understanding of the **mandating process** and an ability to work effectively with involuntary clients.

KEY ATTRIBUTES

A flexible approach and a demonstrated ability to meet deadlines

- Commitment to GCH philosophy and values
- Excellent communication skills, verbal and written.
- Ability to work as part of a team
- Ability to work independently.
- Able to maintain consumer confidentiality and a clear understanding of rural confidentiality issues.

QUALIFICATIONS AND EXPERIENCE:

Previous extensive experience in a similar role will be considered and/or the following qualifications:

- Certificate III in Home & Community Care
- Certificate III in Aged Care
- Certificate 4 in Disability
- Certificate III or 4 in Personal Care
- Recreation, Leisure, Activities, Diversional Therapy

OTHER CONDITIONS:

1. This position **does not require Overtime**. Time in lieu of time worked will be available but must be taken at a mutually agreed time with the Program Manager and/or Chief Executive Officer and may not be accrued to more than **15hrs/fortnight pro rata of employed hours**. Time in lieu should be used for exceptional circumstances instead of becoming a regular practice. It is expected that no more than 15hrs of TIL will be carried forward from one pay period to the next.
2. Current license to drive a motor car
3. The organisation's **cars can be used for work** related activities, depending on availability. Use of own car will be reimbursed at the modified RACV mileage rate.

Note: *The use of a private vehicle to travel in excess of 40km return needs to be approved in advance by the Program Manager, Finance Manager or the CEO*
4. This position will have an **annual appraisal** at which time the job description will be reviewed by the Program Manager and a GCH Core member in consultation with the employee and modified if necessary.
5. Ensure knowledge of current GCH Occupational Health and Safety policies as they relate to this sphere of work. **Occupation Health and Safety (OHS)** is a shared responsibility at GCH.
6. **Annual Leave** and **Personal (Sick) Leave** will be payable on a pro rata basis.
7. GCH understands that "**normal working hours**" are between 8am - 6pm Monday to Friday. Appointments, programs and other work may, at times, fall outside these hours but for OHS reasons are subject to the signing of the "Time sheet".
8. **Superannuation** contributions will be paid by Grampians Community Health in line with the Superannuation Guarantee Act
9. All permanent GCH staff has access to **salary packaging** which is offered in line with current legislation. The employee will incur any costs or liabilities associated with these requirements during the period of the contract
10. 48/52 or 50/52 leave variation options may be available at the relevant Managers discretion after a qualifying period (policy '5.3 Employment Conditions')
11. A National **Police Check** and **Working with Children Check (are required)** it will be carried out at the GCH's expense prior to commencement of employment.
12. Grampians Community Health is an **Equal Opportunity Employer** and a smoke free workplace.

Grampians Community Health is proud to be an accredited Rainbow Tick and White Ribbon Workplace and a QIP Community Organisation of the Year 2016 finalist.

Appendix for Grampians Community Health Position Descriptions 2017

Philosophy Base:

GCH's Philosophy is grounded in the Ottawa Charter for Health Promotion (WHO 1986), the Jakarta Convention (WHO 1996) and the Health Development Paradigm now better known as the Social Model of Health, and more recently the Victorian Charter of Human rights and Responsibilities.

The process of information, skill development, empowerment, community collaborative ventures, resilience and self-responsibility embedded in a caring framework of non-judgemental acceptance of diversity underpins the GCH approach to both its staff & clients.

Management philosophy is loosely based around the Deming Management Philosophy, Social Model of Health for staff, Total Quality Improvement and Facilitatory Management

GCH Management Structure:

GCH has a collaborative management approach which harnesses knowledge, wisdom and experience from across the organisation. There are four main levels of leadership with specific levels of responsibilities:

- The Board of Directors
- The Chief Executive Officer (CEO), who is also the Company Secretary
- The Management Support Group (MSG), and
- CORE – a team consisting of the CEO, MSG members, and Program/Team Managers where many of the operational decisions are discussed and made

Sub Committees:

- Ethics
- Finance & Risk
- Intake Coordination
- OH&S
- Quality Improvement Reference Group
- Rainbow Committee
- Staff Conference Committee

Accreditation & Quality Standards:

GCH has an embedded culture of Continuous Quality Improvement and participates in external quality reviews and accreditation processes.

- **QIC** – Quality Improvement Council Standards. A whole-of-organisation continuous quality improvement approach with the aim of increasing organisational capacity.
- **Home Care Standards** – continuous improvement approach for Commonwealth Home Support Program providers, with a focus on the needs and preferences of care recipients.
- **Human Service Standards** - service quality standards that embed and promote rights for people accessing Victorian Department of Health & Human Services funded programs.
- **Rainbow Tick** – inclusive practice standards to ensure safe service delivery for Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) people in our community.
- **Victorian Child Safe Standards** – Compulsory child safe standards based on belief that all children have the right to feel safe and to be safe all the time.
- **White Ribbon Work Place Accreditation** - recognises workplaces that are taking active steps to prevent and respond to violence against women.

*Refer to the Grampians Community Health Vision and Values Document on the website
www.grampianscommunityhealth.org.au for further information.*