

HR 018 POSITION DESCRIPTION (HOME CARE LEVEL 1)

Our Mission

To share in the healing ministry of Jesus
by providing professional community services
to enhance the wellbeing of individuals and families.

POSITION TITLE	Cadet Support Worker
SALARY SCALE	Social, Community, Home Care and Disability Services Industry Award 2010 Home Care Employees Level 1
EMPLOYEE NAME	
HOURS PER FORTNIGHT	20 hours per fortnight
LOCATION	Rockhampton et al
RESPONSIBLE TO	Senior Support Worker

THE POSITION AND COMMUNITY CARE SERVICE PROGRAM

This is an entry level role to gain experience in the support service industry with advancement after 12 months experience has been completed.

As a member of the Community Care Service Team staff are responsible for providing a range of services to:

- Eligible clients living in the community who would be at risk of premature or inappropriate long term residential care;
- Older frail people or younger people with moderate to severe disabilities;
- The unpaid carers of participants within the program.

Cadet support Workers must ensure they provide services in accordance with relevant organisational procedures, funding guidelines and relevant standards.

SPECIALIST KNOWLEDGE AND SKILLS

A position in this level has the following characteristics:

- Indicative but not exclusive tasks include: the undertaking of semi-skilled work, including cleaning, vacuuming, dusting, washing and ironing, shopping, sweeping paths, minor maintenance jobs, preparation and cooking of meals, defrosting refrigerators, emptying and cleaning of commodes, banking and account payment, organising appointments, assistance with care of pets, and care of indoor and outdoor pot plants;
- Deliver culturally appropriate services;
- Demonstrate preparedness and capacity to work effectively and appropriately with teams;
- Actively work towards the CentacareCQ mission and within its values framework;
- Other duties and responsibilities from time to time that you are competent and trained to do.

JUDGMENT AND DECISION-MAKING

Work activities are routine and clearly defined. The tasks to be performed may involve the use of a limited range of techniques and methods within a specified range of work. An employee may resolve minor problems that relate to immediate work tasks.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

An employee in this level performs broad tasks involving the utilisation of a range of basic skills in the provision of domestic assistance and support and is responsible for the quality of their work.

SIGNING AUTHORITY

Capital Expenditure	\$0.00	Recurrent Expenditure (Please refer to BU 20D Purchase Signing Authority)	\$0.00
Approve Overtime	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Approve Timesheet	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Approve Leave	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Approve TOIL:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Change Employment Conditions for Line Managed Staff (increment increases, change in hours, etc)			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

The following is needed to perform work at this level:

- An employee will have commenced on-the-job training which may include an induction course.

Prerequisites

- I. **Interpersonal skills** - Positions in this level require basic oral communication skills and where appropriate written skills, with clients, members of the public and other employees.
- II. Current C class drivers license (QLD); AND
- III. Ability to obtain and maintain relevant security clearances (Positive Notice Blue Card, Satisfactory Police Check).

APPROVAL DETAILS

NAME	Robert Sims
ROLE	Director
DATE	20 March, 2018

DUTIES OF THE ROLE

Clientss and Services

- Provide a range of services to clients as per client care plans and rosters, in line with CentacareCQ policy and procedures that may include (but is not limited to):
 - Domestic assistance which may include - sweeping, mopping and vacuuming, dusting, folding, ironing, cleaning bathroom and toilet, and any other suitable house duties;
 - Social support such as visiting services, assisting people with shopping or other social activities;
 - Meals - to deliver in home meals or assist with preparation of meals;
 - Transport - delivered in CentacareCQ vehicles or personal car if required .

Documentation & Communication

- Complete a range of documentation as required including:
 - Case notes;
 - Use of a range of CentacareCQ systems to perform the duties of the role.

Workplace Health and Safety

- Follow all relevant Organisation polices and procedures in regards to Work place health and safety;
- Use personal protective equipment (PPE) supplied by CentacareCQ;
- Report hazard and incidents and report as per procedures;
- Assess risk in the workplace and notify line manager of any risks immediately.

Other Responsibilities

- Participate in regular line management;
- Undertake professional development;
- Comply with CentacareCQ's policies and procedures, as per the Quality System (including current Workplace Health and Safety legislation) and relevant legislation;
- Work flexible hours including weekend and public holidays to perform the duties of the role.

Employee's Signature:	Line Manager's Signature:
Date:	Date: