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**Support Worker**

***Position Summary***

**Department:** Community Services

**Job Title:** Support Worker

**Reports to:** Killara Manager

**Objective:** To provide day care, respite and social support assistance that meets the needs of clients and their carers to provide premature residential care. Ensure clients are provided with a safe, relaxing, friendly, caring environment and opportunities for physical and mental stimulation, social interaction & community involvement are provided and to ensure the safe transportation of clients.

**Work Location:** Killara

**Award/Level:** Local Government Industry Award 2020, Level 4

**Date Revised:** March 2023

**Responsibilities and Duties**

* Assist in ongoing assessment of clients' needs and communicate with other members of the team and coordinator all relevant information to support client care.
* Provide services as documented in client’s care plan and maintain notes as required. This may include day centre, respite, social support, transport, outings, showering and toileting.
* Undertake training to provide a competent level of care and services to clients including medications and wound management.
* Maintain vehicles and equipment in safe operational condition with regular cleaning and regular servicing.
* Implement, as required, emergency procedures to ensure safety of staff, clients and the general public.
* Follow client pick-up routes for specified days when driving to pick up clients from their homes and return at end of session and liaise with other staff.
* Program and follow re-ablement activities for clients with attention to safety, ability levels and suitability of activity for individual clients taking into account client care planning.
* Liaise with coordinator/manager to acquire resources for the planning of diversional therapy activities.
* Source if required suitable venues for group or individual outings and transport clients to these venues as required.
* Assist with cleaning and tidying of Killara during and at completion of respite or Day Care sessions.
* Participate in training programs appropriate to current position and employment.
* Undertake annual leave, sick leave and incidental relief for staff as required.
* Any other duties consistent with the level of the position as directed by supervisors.

**Organisational**

* Embrace, support and participate in change to assist in achieving the Shire’s goals and objectives.
* The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
* Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
* Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery.
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council’s Policies and Procedures.

**Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

* Complying with workplace procedures for risk identification, risk assessment and risk control
* Participation in activities associated with the management of workplace health & safety.
* Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
* Correct utilization of appropriate personal protective equipment
* Promote, maintain, & improve the working environment & practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation & Council’s Policies and Procedures
* Ensure that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

**Authority and Accountability**

This position works under direct supervision of the Manager and Killara Coordinator within established guidelines and procedures and policies of the Shire of Northam Council and relevant funding programs.

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|  **POSITION REQUIREMENTS** |  |  |
| **Documents** | **Essential** | **Desirable** |
| * Hold a current unrestricted C Class national driver’s licence
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| * Provision of a current National Police Clearance
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| * Hold a current Senior First Aid Certificate
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| **Skills and Abilities** |  |  |
| * Able to fulfil the physical demands of the position and work flexible hours.
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| * Ability to communicate within a team and with aged, dementia care and disability clients.
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| * Ability to follow instructions and work autonomously when required.
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| * Some experience coordinating small groups of clients while undertaking activities.
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| * An understanding of dementia care, personal care and diversional and skills providing personal care and mobility assistance to the target group.
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| * Skills in manual arts or crafts suitable for an Adult Day Care setting.
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| * Hold a current “MR” class Motor Driver’s Licence with an “F” class licence endorsement (or be willing and eligible to obtain) and significant experience driving vehicles for the transportation of clients with mobility needs.
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| * Completed or completing Certificate III Community Services (Aged Care Work) or an equivalent qualification
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 **GENERAL PHYSICAL REQUIREMENTS**

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| **Task** | **Mainly** | **Frequently** | **Occasionally** | **N/A** |
| Stand | A black check mark on a white background  Description automatically generated |  |  |  |
| Walk | A black check mark on a white background  Description automatically generated |  |  |  |
| Sit |  |  | A black check mark on a white background  Description automatically generated |  |
| Handle |  | A black check mark on a white background  Description automatically generated |  |  |
| Reach |  | A black check mark on a white background  Description automatically generated |  |  |
| Climb/Balance |  |  | A black check mark on a white background  Description automatically generated |  |
| Crouch/Kneel |  | A black check mark on a white background  Description automatically generated |  |  |
| Talk/Hear | A black check mark on a white background  Description automatically generated |  |  |  |
| Taste/Smell |  |  | A black check mark on a white background  Description automatically generated |  |
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 **Authorisation and Acknowledgement**

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| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. |
| Employee Signature: Date: |

