

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

Position:	Community Service Worker
Occupant:	Vacant
Responsible to:	Gilgandra Community Care Manager
Responsible for:	Nil
Reviewed:	June 2017
Operating Budgets:	Nil
Revenue:	Nil
Number of Subordinates:	Nil

Purpose of Position

The Community Service Workers support carer's and families to strengthen and maintain the primary care relationships between an aged, frail person or a younger person with a disability through the provision of planned, flexible and timely respite care with responsive alternatives to the usual care arrangements.

The Community Service Worker supports clients so they can be more independent at home and in the community, thereby enhancing their quality of life and preventing their premature or inappropriate admission to long term residential care and reduce frequent hospital re-admissions.

Responsible To

The Community Service Workers positions are directly responsible to the Manager, Gilgandra Community Care.

Target Group

The target group is the people who care for a person who may be frail, aged, or younger people with disabilities, living within Gilgandra Shire.

Hours of Work

Community Service Worker position is a part time position, and may be required to work during the day, evenings, on weekends, or overnight.

Duties

Due to the flexibility of the Respite Service, duties may change to meet the needs of the client and the carer, and may include some or all of the following

- As per an agreed Duty List for each client /carer or;
- Provide active companionship to clients in their own home.
- Prepare appropriate meals for clients when involved in all day respite (in consultation with the carer or other family carers.)
- Prompt clients to take medication.

- Undertake all client care, which would normally be provided by the carer or another family member , except where the client and/or respite carer would be at risk.
- Escort the client shopping or to medical/hospital appointments or elsewhere as agreed with the carer.
- Where appropriate assist with the care of pot plants and pets if these are part of the normal routine for the client.
- Empty and clean the commode, where required.
- Report to the Manager, any observed changes in the client, carer, or their home environment.
- Complete administration tasks as required by the Manager
- Other duties as requested by the Manager

Essential

- A strong commitment to working with frail aged and younger people with disabilities.
- Certificate III in Aged Care or equivalent
- Ability to work unsupervised
- Ability to work as part of a team.
- Class C licence and own vehicle.
- Holder of a current First Aid Certificate and CPR
- Two work related referees

Desirable

- Experience working with the aged and/or people with disabilities.
- Sound knowledge of W.H.&S issues