



**Community Care Worker – Casual  
Nhill, Jeparit, Dimboola and Rainbow**

Thank you for your interest in applying for the position of Casual Community Care Worker – Dimboola, Jeparit Nhill, and Rainbow with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment details;
- Benefits of working with Hindmarsh Shire Council;
- Position Description; and
- Key selection criteria.

For hints and tips for drafting a competitive employment application please see the Application Guide located on the Work in Council page on the Council Website: <https://www.hindmarsh.vic.gov.au/work-in-council>

For general details of the Council, please refer to the following website: [www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au).

For further information about the position or duties involved, please contact Angela Veitch, Human Resources and Safety Officer on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au).



### **Opportunity this way...**

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

#### **Some of the benefits of working at Hindmarsh Shire Council include:**

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Active Social Club
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

**Employment Details for the Position of:  
Community Care Worker**

<u>Employment Status:</u>	Casual
<u>Location:</u>	The position will be based initially in Nhill Jeparit, Dimboola and Rainbow and district. The successful applicant will be required to travel to clients houses
<u>Classification:</u>	Band 1, Band 2 or Band 3 (Respite) (dependent on qualification) per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement
<u>Salary:</u>	\$33.27 per hour Band 1 or \$34.81 per hour Band 2 or \$36.19 per hour Band 3 (Respite) including 25% Casual Loading, plus Superannuation (compliant with Government requirements)
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	Hours will vary each week.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Long Service Leave:</u>	Three (3) months pro rata after ten (10) years of service. Eligible employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.



**HINDMARSH SHIRE COUNCIL**

**POSITION DESCRIPTION**

**1. POSITION IDENTIFICATION:**

**Position:** Community Care Worker

**Department:** Corporate & Community Services

**Starting Point/Location:** The position will be located initially either in Nhill, Jeparit, Dimboola and Rainbow. The employee may be required to change their starting point to a reasonable location within the municipality.

**Classification:** Band 1, Band 2 or Band 3 (Respite) Hindmarsh Shire Council Enterprise Agreement  
(Employees who have not successfully completed a Certificate III in Aged Care or Certificate III in Individual Support) will be paid Band 1.)

**Employment Type:** Casual

**2. CURRENCY:**

**Current Version Number:** 4.00 **Approved:** 28 February 2019

**Name of Occupant:** -----

**Signature:** ----- **Date:**-----

**Prepared By:** Kirsten Boad **Date** 12 May 2020

**Approved By:** Monica Revell **Date** 28 February 2019

**H.R Approved:** Helen Thomson **Date** 28 February 2019

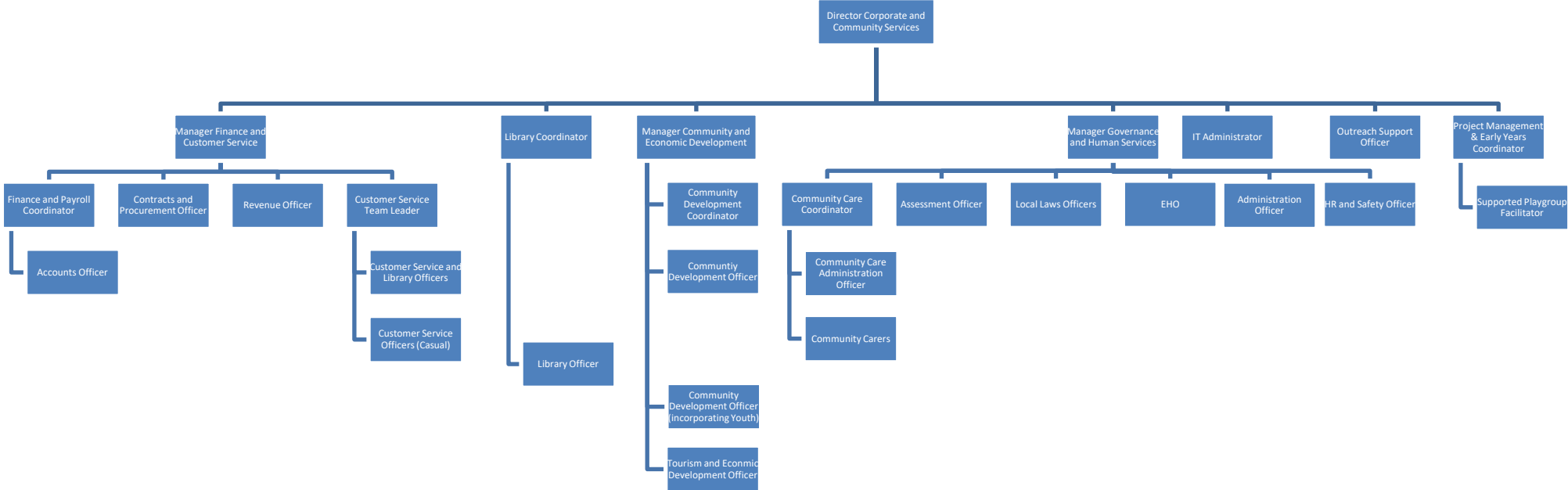
**CEO Approved:** Greg Wood **Date** 28 February 2019

**Version History:**

1.00	<b>Date</b> May 2018
2.00	<b>Date</b> November 2019
3.00	<b>Date</b> February 2019

**DEPARTMENT STRUCTURE:**



### **3. POSITION OBJECTIVES:**

Under the direction of the Community Care Services Coordinator, assist with the provision of a range of quality home support services for eligible members of the community requiring support to remain living at home

### **4. KEY RESPONSIBILITIES AREAS:**

Each client requires care based on their individual circumstances. These include:

#### **4.1 General Homecare Services:**

- Maintain a safe, hygienic living environment for clients.
- Provide general housekeeping tasks that maintain a safe, hygienic living environment e.g. vacuuming, mopping floors, and ironing.
- Provide periodic cleaning e.g. cleaning windows, dusting.
- Assist with personal assistance e.g. shopping, collection of prescriptions, banking, and reading/writing of letters.
- Where appropriate authority has been given, provide transport where practicable i.e. medical appointments, leisure activities etc.
- Maintain strict confidentiality pertaining to all clients and the services they receive.
- Incorporate Wellness and Reablement principles and objectives by engaging clients, where assessed, in participation of household tasks.
- Provide assistance with meal preparation and provision based on nutritional requirements.
- Provide services that are culturally sensitive and appropriate.

#### **4.2 Personal Care Services: (this is only relevant to staff with a Certificate III in Home and Community Care with a medication competency – higher duties for this work will be paid accordingly)**

- Provide supervision and assistance with hygiene and personal tasks e.g. dressing and undressing, bathing, grooming, eating, drinking, toileting.
- Provide assistance with mobility e.g. rising and retiring routines, transfers, prescribed exercise/therapy programs.
- Assistance with medication monitoring.
- Assistance with fitting aids and appliances.

#### **4.3 Respite Care Services: (this is only relevant to staff with Certificate III in Home and Community Care – higher duties for this work will be paid accordingly)**

- Provision of caring and meaningful respite care in the clients' home as per the individual Respite Service Care Plan. This may involve personal care, general home care, assistance with carer tasks, overnight care.

- Incorporate Wellness and Reablement objectives as assessed by the Assessment Officer, by maintaining the person's involvement in therapeutic programs, social learning activities that enhance well-being, independence, self-esteem and skill development.
- Provide transport assistance as required.

#### **4.4 Client Feedback and Monitoring**

To work under the guidance and supervision of the Community Care Services Coordinator to:

- Establish appropriate and effective working relationships with clients.
- Enhance client and family's confidence and self-esteem by being empathetic and demonstrating interest.
- Identify and report to the Community Care Services Coordinator or Assessment Officer of ongoing and changing client needs, such as a deterioration in personal care capability, deterioration in health and improvement in client functioning.
- Assist in Service Coordination best practice by providing effective monitoring (both formal and informal) on a regular basis of the clients' health and well-being, social conditions and physical environment.
- Observe and report on hazardous situations or behaviours in the clients' home, which affect the well-being of the client and your health and safety or security of the workplace.

#### **5. TRAINING**

Council recognises that training is an integral part of staff development. Council will regularly schedule training sessions and where noted that this training is compulsory, it is expected that all staff will attend.

#### **6. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety.
- Notify the Site Supervisor of their inability to carry out any physical task that is outside their capability.
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace.
- Co-operate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Safe Work Method Statements (SWMS).
- Complete Accident, Hazard and Near Miss Reports in a timely manner.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- Use protective equipment or clothing provided by Council at all required times.

- Employees should immediately notify their Site Supervisor in the event of any injury, near miss, damaged equipment or other workplace hazard.
- Actively participate in Council safety programs.

## **7. ORGANISATIONAL RELATIONSHIPS:**

Reports to: Community Care Services Coordinator

Supervises: Nil

Internal Contacts: Community Care Services Administration Officer, Assessment Officer, Customer Services Officers

External Contacts: Clients and family members

## **8. RISK MANAGEMENT:**

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and loss.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

## **9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Work is under routine supervision, as rostered, to satisfactorily complete all work requirements.
- A Community Care Worker is responsible for the quality of their own work.
- A broad range of tasks will be performed, involving the utilisation of a range of basic skills.
- A Community Care Worker must strictly adhere to their rostered hours and client care plan for each client, as assessed by the Assessment Officer. Any changes or concerns relating to the care plan must be reported immediately to the Community Care Services Unit.
- Responsible for providing assistance, promoting independence and participation in the client's household and referring the client where/when appropriate.
- Report all issues encountered to the Community Care Services Unit.
- Responsible for promoting a positive image of Hindmarsh Shire Council's Community Care Services.

## **10. JUDGEMENT AND DECISION MAKING:**

- Work activities are routine and are clearly defined.
- A Community Care Worker may resolve minor problems that relate to the immediate work task.



**11. SPECIALIST KNOWLEDGE AND SKILLS:**

- Provision of household maintenance and personal assistance to clients in the form of caring for the frail, aged, and disabled.
- Basic understanding and skills in household maintenance and the ability to undertake repetitious physically demanding tasks.
- Awareness of and support for the philosophies of healthy ageing and independent living.
- Ability to follow roster accurately, prioritise time, organize work according to directed tasks and to notify the office if you will not be on time.
- Ability to maintain confidentiality and privacy.
- Basic administration skills for the completion of rosters, hazard management reporting and client feedback forms.
- The ability to observe, monitor and report changes in regards to client health and abilities.

**12. MANAGEMENT SKILLS:**

Not applicable.

**13. INTER-PERSONAL SKILLS:**

- Basic oral and written communication skills.
- Communication other employees including the Community Care Services Unit.
- Ability to communicate effectively and empathically with frail aged clients and clients with disabilities.

**14. QUALIFICATIONS AND EXPERIENCE:**

- Certificate III in Community Care or Aged Care (those staff that do not hold this qualification may have the opportunity to undertake training after a probationary period).
- First Aid attainment.
- Current Driver's Licence.

**15. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

**16. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.

- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

**17. KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications must address the key selection criteria.

- Ability to maintain privacy and confidentiality.
- Certificate III in Aged Care or Individual Support preferred but not essential.
- Prior experience with cleaning and household tasks.
- Demonstrated experience with the elderly and those with a disability.

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**Hindmarsh**  
Shire Council

**APPLICATION FORM –  
Community Care Worker**

This application pro-forma will form the basis of your application. **Copies of any certificates, licences, references etc. must be attached to this application.** The below must be completed in full:

**PERSONAL DETAILS**

FIRST NAME \_\_\_\_\_ SURNAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE (during business hours) \_\_\_\_\_

**CURRENT EMPLOYMENT**

NAME OF EMPLOYER \_\_\_\_\_

POSITION HELD \_\_\_\_\_

DATE EMPLOYED FROM \_\_\_\_\_

ROLES & RESPONSIBILITIES \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS TWO (2) POSITIONS HELD**

1) NAME OF EMPLOYEE \_\_\_\_\_

POSITION HELD \_\_\_\_\_

DATE EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING (optional) \_\_\_\_\_

ROLES & RESPONSIBILITIES \_\_\_\_\_

2) NAME OF EMPLOYER \_\_\_\_\_

POSITION HELD \_\_\_\_\_

DATE EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING (optional) \_\_\_\_\_

ROLES & RESPONSIBILITIES \_\_\_\_\_

**PHYSICAL CAPABILITIES**

Do you have any past or present medical conditions that may create risk for you in undertaking the requirements of this position? **Yes / No** (Please circle)

If yes, please specify \_\_\_\_\_

**SKILLS & EXPERIENCE**

What skills and experience could you bring to this position? \_\_\_\_\_

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**QUALIFICATIONS AND CERTIFICATES**

What qualifications, and certificates do you currently hold? \_\_\_\_\_

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**SELECTION CRITERIA**

Please describe how you meet the Selection Criteria (attach a separate sheet if you require more room):

Ability to maintain privacy and confidentiality.

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Certificate III in Aged Care or Individual Support preferred (not essential)

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Prior experience with cleaning and household tasks.

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Demonstrated experience with the elderly and those with a disability.

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### **REFEREES**

Please provide the name of at least two (2) **working** referees who are familiar with your work and who may be contacted to support your application:

1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Position: \_\_\_\_\_

2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Position: \_\_\_\_\_

### **ATTACHMENTS**

Please attach copies of your qualifications and certificates to this application.

Documents you believe support your application for this position including a current resumé should also be attached.

**STATEMENT**

In signing this document you declare that all statements made by you in this application are true and correct. You understand that if successful, Council will need to sight the originals of all licences, certificates and qualifications that you have stated. Copies of all these documents will be made for your personnel file.

In giving the names of referees, you have approached them and they have agreed to being contacted regarding your employment with them. Council will only contact referees *after* the interview stage.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PRIVACY & CONFIDENTIALITY**

Under current legislation, if you are unsuccessful in this position, Council is required to hold your application in secure (locked) storage for a period of no less than six (6) months.

Should you be successful in obtaining a position with Council, a personnel file will be created and held in secure (locked) storage of which this application and attachments will become a part of. Under current legislation, a personnel file must be destroyed thirty-five (35) years after termination of employment.