

FAMILY BASED CARE ASSOCIATION (NORTH) INC

POSITION DESCRIPTION

POSITION TITLE: Direct Care Worker – Home Help Assistant

The Function of the Direct Care Worker – Home Help Assistant is to:

1. Enhance the operation of Family Based Care (North) Inc by carrying out home help/support duties as directed by supervisors/coordinators with due regard to confidentiality and in a manner in keeping with the employee code of conduct.
2. Have a clear understanding of the aims and objectives of Family Based Care (North) and behave in a manner that enhances the philosophy of the Association.
3. To comply with Family Based Care (North) policies & procedures, code of conduct and mission statement.

The tasks of the DCW Home Help Assistant are:

1. To perform a range of home help duties including cleaning of bathroom/showers/toilets, washing, ironing, vacuuming, cleaning of floors, dusting in accordance with the task list/instruction from the supervisor.
2. To complete other tasks such as meal preparation, cooking, cleaning windows, refrigerators, stoves and other appliances upon specific request from the Supervisor.
3. To provide regular feedback to the Supervisor/Coordinator as to the safety of equipment and appliances used in the homes of clients.
4. To perform duties in a manner which ensures both employee safety and that of their client.
5. To complete Occupational Health & Safety checklists as directed by the Supervisor/ Coordinator.
6. Provide assistance in a manner that empowers and encourages the client to be independent.
7. Comply with all policies and procedures of FBC including submitting accurately recorded time sheets by requested dates.
8. Provide regular feedback to Supervisors / Coordinators on changing client needs, safety issues and changes to availability.

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Level of Responsibility:

1. DCW Home Help staff are responsible to the Manager for the satisfactory completion of all duties.
2. DCW Home Help staff are required to work with broad supervision from the staff of Family Based Care and at all times will perform their duties with respect for the wishes of their client.
3. To comply with FBC policies, procedures, code of conduct and mission statement at all times.

Essential Criteria:

1. A broad understanding of, and empathy with, the physical needs of people who are frail, aged and younger people with disability
2. Current Drivers License and reliable transport

Selection Criteria:

1. Previous experience in cleaning, hospitality or community services industry
2. Demonstrate a solid understanding of confidentiality and privacy issues as they relate to working in the homes of clients
3. Demonstrate an ability to work with limited supervision and to accept direction from clients in the performance of their duties
4. Demonstrate an ability to accept direction from Supervisors / Coordinators both by phone and in person and to work as part of a team
5. Demonstrate initiative and provide feedback to supervisors
6. Demonstrate a broad understanding of, and empathy with, the needs of people who are frail, aged and younger people with disability.
7. General knowledge of Occupational Health & Safety and self care
8. Demonstrate ability to work within professional boundaries by complying with organisational policy and work practices

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POSITION DESCRIPTION

Desirable but not essential:

1. First Aid Certificate
2. Previous experience (paid or voluntary) in community services or nursing homes
3. Partial or full completion of nationally accredited community services certificates

Position:

1. Positions are situated throughout the 0363 region
2. Hours of work are on an as needed basis Monday to Friday 8am – 6pm
3. Conditions of service in accordance with Family Based Care Employment Agreement

