

Position Title: Health Care Worker

Campus: Horsham Campus

Directorate: Primary & Community Care

Department: Community Options

Reporting to: Direct: CRS Team Leader/Coordinator
Indirect: Community Options Manager

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Health Care Worker Grade 1,2 or 3 depending on years of experience and qualifications (IN37, IN38 or IN39)

Enterprise Agreement: Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Health Care Worker (HCW) is responsible for the delivery of respite services to the clients of Community Options and their carers. This position functions in under the direction of the CRS Team Leader/Coordinator working predominantly at Barkuma House, a 4 bed modified cottage style home located at 13 Arnott Street Horsham situated next to Grampians Health Horsham. Barkuma House offers a range of services that aim to support and maintain care relationships between carers and clients by providing quality respite care for frail older people so that their regular carers can take a break.

Overnight Community Respite (also known as short term care) provides 24 hour care to your love one in a cottage setting, whilst family carers have a break from their caring role. It gives carers the chance to attend to everyday activities or go on a mini break while ensuring your loved one is being supported.

Centre Based Day Respite / Community Access - Group: Regular group respite activities. Care recipients enjoy participating social experiences, activities and outings whilst their family carers have some 'time out' from the caring role

CBDR and CAG operate for approximately 46 weeks of the year, CBDR and CAG includes up to 3 days Monday to Friday and 17 overnight cottage respite periods are scheduled in a 12-month period.

KEY ACCOUNTABILITIES

1. Provide person centred care and practice within the limitations of role under the direction of the Cottage Respite Coordinator
2. Implement care plans that meet individual client's personal hygiene and home care needs
3. Promote a physical and psychosocial environment that encourages safety, security and optimal health as per health care plan for clients
4. Assist with planning, developing and implementing activities / programs based on clients physical, mental and social needs
5. Assist with the assessment of proposed and existing client needs as required
6. Monitor client progress and document as appropriate, responding appropriately to any changes in client condition
7. Safely and effectively administer medication via pre-prepared blister packs, reporting any variations in medication chart to the Team Leader/Coordinator
8. Participate in a range of meal preparation and meal service activities
9. Undertake a range of cleaning duties including dishes, utensils & cooking equipment
10. Advocate on behalf of clients for their physical, mental and social needs
11. Liaise with prospective clients, their carer and family under the direction/guidance of the Coordinator
12. Complete all required documentation accurately and in a timely manner to reflect actions implemented and client progress
13. Refer complex or unresolved issues to CRS Team Leader/Coordinator, where necessary
14. Recognise limitations of practice and experience, accepting guidance and direction from senior team members
15. Assist with implementing changes initiated from client meetings, surveys and suggestion box

KEY SELECTION CRITERIA

Essential:

- Certificate III in Individual Support, or equivalent, that includes assist with medication component
- Successful attainment of HLTFSE001– Follow Basic Food Safety Practices.
- Successful attainment of HLTHPS006 – Assist clients with medication
- Excellent oral and written communication skills
- Computer literacy
- Ability to prioritise and self-direct the workload effectively
- Commitment to quality customer service and person-centred care
- Driver's license

Desirable:

- Relevant certificates including current Level 1 First Aid
- Previous experience in community or residential care services working with the frail / elderly

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.

- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary and NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected by their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.