

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Community Support Worker		
Agreement:	Hobart District Nursing Service Inc. Non-Nursing Agreement 2020		
Classification:	Support Services Employees Personal Care Workers – Level 4		
Approved By:	Chief Executive Officer	Approved Date:	7 th January 2022

THE DISTRICT NURSES PURPOSE AND VALUES
<p>Purpose</p> <ul style="list-style-type: none"> Committed to care Tasmania’s most trusted community healthcare provider <p>The following values guide the day-to-day operations and future planning of The District Nurses;</p> <ul style="list-style-type: none"> Commitment – We are committed to inclusive service provision that ensures equitable access and quality outcomes for all. Equality – We respect the rights of all. Trust – We are recognised for our reliability and the highest standards of care. Versatility – We are responsive to our customers’ needs, rights, and choices. Excellence – We strive to perform to the highest standards and deliver the best services Transparency – We are always open to scrutiny and are professional, safe, ethical, and honest.

POSITION OBJECTIVE
<p>To support consumers by providing a range of services including personal care, domestic assistance and social support. This is to promote independence and enhance the quality of life while consumers remain in their own home.</p>

POSITION RESPONSIBILITIES	
Key Work Activities	Work Performance Requirements
Personal Care	<p>Assist consumers with everyday personal hygiene requirements. Tasks include;</p> <ul style="list-style-type: none"> Assistance with washing, bathing and/or showering Assistance with dressing and grooming Fitting of medical devices eg. hearing aids Assistance with application and management of continence aids Assist with parenteral feeding devices Assist with administering medication (limited to certified employees only)
Domestic Assistance	<p>Provide basic cleaning tasks to ensure consumers can remain in a clean and hygienic home. Tasks include;</p> <ul style="list-style-type: none"> Vacuuming and mopping Dusting and cleaning surfaces Cleaning bathrooms and toilets Cleaning easily accessible windows Changing bed linen Washing and ironing personal clothing

Social Support	<p>Promote physical and mental health and wellbeing, assist consumers to continue to engage in activities;</p> <ul style="list-style-type: none"> • Undertake shopping • Assistance with banking or bill paying as per service/care plan • Transportation to appointments • Provide respite care
Follow a Care Plan	<ul style="list-style-type: none"> • Ensure the consumer's care plan is read, understood and tasks to be completed within the allocated timeframes. • To promote consumer directed care by being flexible and adaptable.
Documentation	<ul style="list-style-type: none"> • Monitor consumers circumstances and needs and ensure any concerns or changes are reported immediately. • To ensure the health, safety, and wellbeing of the consumer, report any incidents and/or hazards identified and correct minor hazards.

ORGANISATIONAL RELATIONSHIPS

Reports To:	CSW Operational Team Leader
Supervises:	Nil Reports
Key Working Relationships with:	Consumers and their carers/family

QUALIFICATIONS AND COMPETENCIES

ESSENTIAL REQUIREMENTS:	<p>Minimum Certificate III Individual Support (or equivalent) National Police Check Work with Vulnerable People/Children check (Employment registration) Current Australian Drivers Licence Evidence of vaccination against Flu and Covid First Aid Certificate</p>
DESIRABLE REQUIREMENTS:	<p>Previous experience working in the community environment Basic Computer skills Good Literacy skills</p>

SELECTION CRITERIA

1. Demonstrated knowledge of safe work practices
2. Previous experience working with the elderly
3. Ability to work independently and respond appropriately to situations including emergencies
4. Ability to follow care plans and perform duties in a timely manner
5. Good interpersonal skills and demonstrates empathy
6. Awareness of specific needs including cultural and linguistic diversity

PHYSICAL REQUIRMENTS

Applicants must successfully complete an Occupational Health Assessment prior to commencing employment at The District Nurses. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment as you may be deemed unfit for duty.

The Functional requirements of this position include:

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual Handling – Weights above 10kg			X	
Manual Handling – Weights below 10kg		X		
Manual Handling frequency		X		
Repetitive manual work		X		
Working with arms above head			X	
Lifting above shoulder height			X	
Using hand tools – (powered)				X
Wearing hearing protection				X
Wearing eye protection			X	
Wearing gloves (personal protective)			X	
Working in wet/slippery conditions		X		
Working with chemicals/solvent/detergents		X		
Washing hands with soap		X		
Working in confined places				X
Performing clerical/administrative duties			X	
Working on a keyboard				X
Driving fleet vehicles (manual and automatic)		X		
Driving on suburban and rural roads, highways (sealed and unsealed roads)			X	
Driving at night (day shift only)				X
Driving at night (afternoon shift only)			X	
Wearing polyester clothing				X
Exposure to animals			X	
Exposure to environments whereby people have been smoking			X	

EMPLOYEE DECLARATION

In signing this declaration I acknowledge that I, _____
have been advised of the requirements and conditions of this appointment based on this Position Description.

Signature

Date

MANAGER COMPLETION

Signature

Date

Name

Position