

The Pursuits Group

Job Title:	Support Worker – Home Support Services
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Reports to:	Community Services Manager		
Prepared Date:	15 June 2004	Reviewed	15 April 2009
Approved by:	Director		
Approval Date:			

SUMMARY

The Support Worker is part of the Community Services Support Team and will work on an individual basis with clients in their own home and will ensure that the highest quality of service is provided. Hours are not fixed and care is provided at different times of the day depending on the needs of the person and/or their primary carer. Workers will ensure that services are delivered effectively and efficiently in line with organisational objectives and relevant care plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop positive working relationships with the client and others (eg. family members) in order to maintain client's wellbeing and provide care and supervision for people in their own home.
2. Monitor the care/service plan and report changes in client's condition.
3. Maintain confidentiality.
4. Observe Occupational Health & Safety guidelines – using Manutention techniques.
5. Comply with the Policy & Procedures Manual at all times.
6. Uphold the Philosophy and Values of The Pursuits Group.

<u>PERSONAL CARE – HIGH LEVEL</u>		
Undressing and dressing	Client with disability requiring full assistance	<input type="checkbox"/>
Showering	Use of hoist to transfer to commode	<input type="checkbox"/>
Toileting	Use of hoist to transfer to commode	<input type="checkbox"/>
Assist client to shave		<input type="checkbox"/>
Assist client to clean teeth		<input type="checkbox"/>
Assist client with hair care		<input type="checkbox"/>
Prompt prescribed medication from a blister pack		<input type="checkbox"/>
Maintain bathroom area	Mopping floor using Manutention techniques	<input type="checkbox"/>
	Wiping surfaces	<input type="checkbox"/>
	Hang towels out to dry	<input type="checkbox"/>

<u>PERSONAL CARE – LOW LEVEL</u>		
Undressing and dressing	Work with client who requires limited assistance	<input type="checkbox"/>
Showering	Work with client who requires standby assistance	<input type="checkbox"/>
Toileting	Work with client who requires assistance to toilet	<input type="checkbox"/>
Assist client to shave		<input type="checkbox"/>
Assist client to clean teeth		<input type="checkbox"/>
Assist client with hair care		<input type="checkbox"/>
Administer prescribed medication		<input type="checkbox"/>
Maintain bathroom area	Mopping floor using Manutention techniques	<input type="checkbox"/>
	Wiping surfaces	<input type="checkbox"/>
	Hang towels out to dry	<input type="checkbox"/>

<u>DOMESTIC ASSISTANCE</u>		
Vacuum all carpet areas using Manutention techniques		<input type="checkbox"/>
Sweep hard floors using Manutention techniques		<input type="checkbox"/>
Mop hard floors using Manutention techniques		<input type="checkbox"/>
Dusting – to shoulder height – using Manutention techniques		<input type="checkbox"/>
Maintain and clean bathroom	Clean shower recess	<input type="checkbox"/>
	Clean bath	<input type="checkbox"/>
	Clean vanity unit	<input type="checkbox"/>
	Mop floor using Manutention techniques	<input type="checkbox"/>
Maintain and clean toilet	Clean toilet	<input type="checkbox"/>
	Mop floor using Manutention techniques	<input type="checkbox"/>
Maintain and clean kitchen	Wipe down workbenches	<input type="checkbox"/>
	Wipe down whitegoods	<input type="checkbox"/>
	Mop floor using Manutention techniques	<input type="checkbox"/>
Maintain and clean laundry	Clean and dry trough after use	<input type="checkbox"/>
	Mop floor using Manutention techniques	<input type="checkbox"/>
Bedroom/s	Change bed linen	<input type="checkbox"/>
	Make bed/s	<input type="checkbox"/>
	Vacuum carpet and or sweep and mop tiles	<input type="checkbox"/>
	Dust furniture	<input type="checkbox"/>
Washing clothes	Hang out washing	<input type="checkbox"/>
	Bring in and fold washing	<input type="checkbox"/>
Ironing		<input type="checkbox"/>

<u>RESPIRE</u>		
General assistance	Work with client who requires a hoist to transfer	<input type="checkbox"/>
	Work with client who requires minimal assistance	
Meal preparation	Preparation of meals in conjunction with dietary information	<input type="checkbox"/>
	Prepare, peel and cut vegetables	<input type="checkbox"/>
	Prepare meat, fish and chicken	<input type="checkbox"/>
	Serving of meal	<input type="checkbox"/>
Maintain kitchen in a clean and orderly manner by doing the dishes		<input type="checkbox"/>
Comply with regulations regarding preparation and handling of foods		<input type="checkbox"/>
Ensure foods are stored correctly		<input type="checkbox"/>
Wiping of benches		<input type="checkbox"/>
Administer prescribed medication		<input type="checkbox"/>

<u>SOCIAL SUPPORT/SHOPPING</u>		
Attend shops on behalf of client and carry out shopping requests as per list		<input type="checkbox"/>
Take clients to shops/appointments	Work with client who requires standby assistance to car	<input type="checkbox"/>
	Work with client who requires wheelchair support	<input type="checkbox"/>
Administer prescribed medication		<input type="checkbox"/>

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

EDUCATION AND EXPERIENCE

- A well developed knowledge of the needs of people who are aged or have disabilities.
- Certificate III Community Services (Aged Care) preferred.

SPECIAL JOB RELATED REQUIREMENTS

- Current "A" Class drivers licence – essential.
- Current National Police clearance – essential.
- Current First Aid Certificate – desirable.

CONTACT

Patricia Tassell
 121 Moolanda Boulevard, Kingsley
 Tel: 9408 1100 Fax: 9408 1055
patricia.tassell@pursuitsgroup.com.au

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

This position description is indicative at this point in time. It is envisaged that the position may be reviewed in the next 12 months.

Revised by: H. Turel
Manager, Business Development

Date: 10.09.2008

Approved
By: P. Tassell
Director

Employee
Signature