

POSITION DESCRIPTION

Position Title: Home Independence Assistant		
Award: Social, Community, Home Care and Disability Services Industry Award (MA000100) Classification: Home Care Level 2	Appointment status: Casual Fixed Term Hours: Will vary according to client load.	Authorisation: CEO Date: 20/03/2016
Special Conditions: <ol style="list-style-type: none"> 1. Must have a roadworthy, registered and comprehensively insured vehicle for travel to client homes. 2. May be required from time to time to transport clients in own vehicle 3. At Care Forward we take our values, mission and vision seriously therefore a genuine commitment to these must always be demonstrated 		
Reports to: <ul style="list-style-type: none"> • Team Leader Home Independence Stream • Deputy Clinical and Services Manager • Clinical and Services Manager 	Roles reporting to this position: Not Applicable	
Key purpose / Position Objectives: <ul style="list-style-type: none"> • To provide in home support to Care Forward clients using a strengths based approach which supports and promotes independence and active community participation. • The primary aim is to enhance the client’s general independence and wellbeing which will assist in preventing unnecessary reliance on support services, admission to hospital or residential care. 		
Key internal relationships: Staff/other positions the position will need to maintain relationships with: <ol style="list-style-type: none"> 1. Team Leader Home Independence Stream 2. Home Support Scheduling Assistants 3. Lead Intake and Home Support Scheduling Assistant 4. Deputy Clinical and Services Manager 	Key external relationships: Stakeholder groups/partner agencies etc the person will need to maintain relationships with but not limited to: <ol style="list-style-type: none"> 1. Consumers and their significant others 	

<ol style="list-style-type: none"> 5. Clinical and Services Manager 6. Care Forward Team members 7. Care Consultancy Staff (payroll staff) 8. Corporate Services Manager 	
<p>Delegations: Specific decisions this position will have authority to make:</p> <ol style="list-style-type: none"> 1. Not Applicable 	

Tasks and Responsibilities

- The provision of client support within a reablement and wellness framework.
- Uses a strength-based approach to assist clients to achieve goals and remain living independently and autonomously within the community.
- Includes clients and carers receiving support from Care Forward in all decision making regarding their support.
- Assist in the delivery of restorative focused home support plans/programs by providing and supporting restorative home support learning, guidance and direction to clients and their carers; e.g. dressing and personal care, cooking, looking after their home/ home safety, laundry, transport etc.
- To provide support with daily living tasks while assisting clients to develop their independence by utilising tools and initiatives outlined the reablement or restorative focussed support plan.
- To monitor client’s progress, assist in reviews where appropriate and update client notes in the home record.
- As required attend multi-disciplinary meetings and provide feedback on each client’s progress towards identified goals in the support plan.
- To carry out basic health and safety/risk assessments in the client’s home, where appropriate
- Advise the Care Coordinator/ relevant Team Leader of issues impacting on the client’s ability to achieve goals or changes in health status.
- Maintain client privacy, confidentiality, dignity, choice and control at all times and advise your Team Leader immediately of any concerns e.g. safety issues, neglect, elder abuse, change in health status etc.
- Respect the client’s individuality, equality and diversity and contribute to providing a restorative homecare service sensitive to these needs.

Accountabilities

- Solutions to problems are found in established procedures and instructions with assistance readily available.
- Task completion is according to instructions and established policies and procedures.
- Tasks are completed in accordance with the clients’ individual support plan.
- There is no scope for interpretation.

Organisational Governance, support & leadership

- Supports the Organisational Governance Framework
- Staff comply with organisational requirements
- Participates and contributes to the Home Independence Team Meetings as required

Clinical Governance, support & leadership

- Comply with the Clinical Governance Framework
- Works within Scope of practice at all times
- Comply with client file & documentation management processes (electronic and Paper based)
- Report and participate in the investigation, resolution/mitigation of service delivery related events (complaints, hazards, incidents, near misses)

Human Resource

- Ensures client attendance records are signed by the client at the time of attendance
- Complete Timesheets as per requirements
- Completes a leave request for all absences (personal leave, leave without pay, annual leave)
- Participate in Performance Review and Evaluation processes
- Participate in disciplinary action where indicated
- Attend scheduled training

Quality, Compliance & Risk Management

- Participate in staff/client surveys
- Identify opportunities and participate in internal audit processes (i.e. documentation audits, process audits)
- Compliance with Work Health & Safety regulations
- May be required to participate in development & review of service delivery policies, procedures etc.
- Contribute to risk identification and reporting
- Encourages and supports regulatory compliance
- Identify and participate in quality improvement opportunities

Consumables and Equipment

- Ensure through the Team Leader Home Independence Program that the client homes are appropriately equipped for service delivery.

Participate in and contribute to stakeholder engagement/promotion of company's programs as appropriate

Selection Criteria:

Essential Requirements

1. Full Drivers Licence
2. Minimum Certificate III in Aged, Disability, Community or Disability Care or equivalent.

Desirable Requirements

1. Demonstrated understanding and experience in supporting clients to achieve agreed goals and outcomes.
2. Demonstrated understanding of a wellness and reablement approach which supports client skill development and independence.
3. Sound written and verbal communication skills including client documentation and record keeping.

4. Ability to work with limited supervision in a diverse community setting.
5. Strong interpersonal/relational skills and ability to communicate with a range of stakeholders.
6. An understanding of risk management principles, work place health and safety and continuous quality improvement processes.
7. The ability to establish and maintain co-operative working relationships.

Mandatory Screening Requirements:

- Two (2) professional referee checks (2) – worked with candidate recently or educators
- If required to work with Children - Registration to Work with Vulnerable People/Children Check
- National Police Certificate obtained within the last three (3) years and provided to be assessed as clear of any prohibitive offences, and on commencement of employment a current National Police Certificate to be provided or obtained that is within six months from date of issue. Thereafter during ongoing employment an updated National Police Certificate is to be provided prior to each three-year period from employment commencement date (See Police Checks Policy) and assessed as clear of any prohibitive offences.
- Statutory Declaration regarding any permanent residency overseas and no involvement in any prohibitive offences.
- In the case of persons who are not Australian Citizens, consent to provide visa details to the company for the purpose of the company conducting a Visa Entitlement Check.