



The purpose of this position

The **purpose** of the position is to provide direct home support services to older people in our person-centred care services, to help them experience a new way of life they never thought possible. Care and support are provided in a way that promotes respect and independence and excellent services to our clients, their carers, and families.

About the position

- This position is within Ageing & Carers directorate.
- This position **reports to** the Team Leader.
- The position leads a team.
- The position is designated Band 7 under the ***Schedule of Authorities and Delegations***.
- The position is a: Budget holder Has designated revenue or billing targets.
- This position maybe advertised externally as Home Care Worker, Community Care Worker.
- The position is a Individual Contributor level of the Capability Framework.

Key areas of responsibility

- Meet the legislative and compliance requirements set by the Aged Care Act 2024 and Strengthened Aged Care Quality Standards and other regulatory models.
- Provide personal care services to clients to support their activities of daily living such as support with dressing and general grooming, hygiene and showering.
- Provide domestic support services to consumers such as meal preparation, housework such as cleaning, vacuuming, washing, laundry, tidying up, and waste removal.
- Provide transport and social support services such as shopping, health appointments and recreation activities generally.
- Seek support from the Team Leader or specialist staff if there are any circumstances that are unusual or outside the scope of the client or service plan, for example, the client is not at home at the time of the service, the client deteriorates mentally, physically, and cognitively.
- Make sure that appropriate manual handling procedures are followed and equipment such as hoists and lifters are used in accordance with instructions.
- Identify and risks or hazards that may cause potential harm to the client.
- Provide physical, social and emotional assistance to clients that respect their choices and promotes their emotional and spiritual wellbeing.
- Attend team meetings as required and participate in training and support programs as provided.
- Perform high quality of service ensuring client safety during service delivery.
- Establish and maintain positive working relationships with individual clients, carers and families which reflect person-centered care principles, their rights.

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- Advocate for clients, their carers and families to enable choice and decision making that supports independence and quality of life.
- Document and create reports on client services and client changes using technology and paper-based systems in a clear, logical, understandable and timely way.
- Advise the Team Leader and/or Home Support Partners of any significant changes or concerns regarding the client, their home environment, wellbeing, their services, or other risks, as soon as possible.
- Document work hours, kilometres travelled, reimbursements and other employee records in the timeframes required.
- Work in accordance with the Ageing Model of Care and Clinical Governance Framework for Aged Care Services to ensure the services and support we provide to our clients and each other are person-centered, connected, effective, and safe and strong governance.

Capability Framework

The Capability Framework defines the essential knowledge, skills, behaviours and attributes individuals need to success in their roles. It provides the organisation with a shared language and clear expectations across all levels of the organisation. The Capability Framework can be accessed [here](#) internal document only.

Key outcomes

When things are going well, we would expect to see these outcomes:

- Consumers are supported in living their best lives within their own home for the entirety of their lives.
- Consumers are attracted to TBS and have high levels of satisfaction and engagement.
- Consumers and their families provide TBS with positive feedback about their service.
- TBS services for older people and people with a disability are recognised in the top quartile within the industry for practice.

Key Criteria

Essential

- Certificate 3 or 4, in Aged or Community Services or similar (or working towards).
- Current First Aid certificate.
- Current NSW drivers' licence.
- Basic technology skills with mobile phone and app.

Desirable

- Basic knowledge of the needs of older people living in the community.
- Good interpersonal skills (to communicate effectively with consumers and their families).

People who know this position say that

People who know this position say the things that might make your day are:

- Witnessing clients' quality of life improve with the support of staff leading to better outcomes.

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- Having consumers choose TBS services because they are seen as services of excellence.
- Implementing systems that meet and exceed regulatory and best practice requirements.

People who know this position say some key challenges you might experience are:

- Managing stakeholder expectations with limited available resources.
- Managing your own time in an environment with competing priorities.
- Ensuring that you continue to have a strong understanding of the sector in an environment of rapid and broad change within the sector generally.

Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:

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|---|---|
| <input type="checkbox"/> Overnight travel/stays. | <input checked="" type="checkbox"/> Weekend work. |
| <input checked="" type="checkbox"/> Travel between office locations/regions. | <input checked="" type="checkbox"/> Evening work. |
| <input checked="" type="checkbox"/> Travel to clients (varied locations). | <input type="checkbox"/> Special event support. |
| <input checked="" type="checkbox"/> Use of own registered, insured (comprehensive) motor vehicle. | |
| <input type="checkbox"/> Use of TBS pool cars. | |

Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Team Leader, Home Support Team Members
- Manager, Aged Care Services
- Team Leader, Aged Care Services (Case Managers)
- Home Support Partners and other Home Support Team Members
- Clinical Services Team
- Roster Officers

Outside The Benevolent Society:

- Clients and their families and carers
- Referral agencies
- Clinical Professionals
- Regulatory and Complaint agencies
- My Aged Care