

Position Description



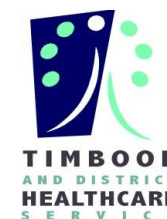
Position Title: Domestic Attendant	Division: HACC										
Reports To: Community Care Supervisor	Direct Reports: Nil										
Primary Objective:											
In accordance with Timboon & District Healthcare Service (TDHS) policies and core values, and the wellness and reablement philosophy, assist older people and people with disabilities living independently in the community with activities relating to personal wellbeing, household management and lifestyle.											
Position Dimension & Decision Making Authority:	Key Communication Contacts:										
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Liaise with current clients • Establish the most appropriate and efficient method of completing set tasks. • Advocate for their client by bring issues to Community Care Manager. <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> • Contact clients and schedule into roster. <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • All other aspects of this position. 	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Community Care Manager</td> <td>Daily</td> </tr> <tr> <td>HACC Assessment Officer</td> <td>Daily</td> </tr> <tr> <td>Clients/Family/Carer</td> <td>Daily/As required</td> </tr> <tr> <td>TDHS District Nurses</td> <td>Weekly/As required</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Community Care Manager	Daily	HACC Assessment Officer	Daily	Clients/Family/Carer	Daily/As required	TDHS District Nurses	Weekly/As required
Contact/Organisation	Purpose/Frequency of Contact										
Community Care Manager	Daily										
HACC Assessment Officer	Daily										
Clients/Family/Carer	Daily/As required										
TDHS District Nurses	Weekly/As required										

Position Description



Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Cleaning practices	<ul style="list-style-type: none"> Adhere to duty list and cleaning procedures as directed by the Community Care Supervisor. To carry out all duties and functions in a manner that promotes good teamwork and public relations. 	<ul style="list-style-type: none"> Ensure the values of TDHS are upheld in all interactions with clients and other TDHS staff 95% of client satisfaction 100% compliance with hand hygiene 100% compliance with OH&S procedures Participation in training and professional development days/workshops
2. Information Management	<ul style="list-style-type: none"> Ensure all TDHS IT and paperwork and client documentation is maintained as per TDHS standards, correct and submitted on time. Maintain vehicle log book as per guidelines. Attend and actively partake in meetings as required. 	<ul style="list-style-type: none"> Client related documentation is complete and accurate Documentation complies with legal and regulatory bodies Maintains confidentiality and privacy at all times 100% of client documentation and data submitted correctly and on time. Log books to be complete and presented upon request. 75% attendance required at all quarterly meetings.
3. Professional Development and Teamwork	<ul style="list-style-type: none"> Participate in TDHS mandatory training program. Attend role specific training as required. Utilise effective communication within a multi-disciplinary team to ensure clients receive quality ongoing care. 	<ul style="list-style-type: none"> Evidence of completion of all mandated training by annual date. Active ongoing contribution within multi-disciplinary team Positive and proactive role model

Position Description



	<ul style="list-style-type: none"> Actively participate in the promotion of a positive and engaging team culture. Actively participate Performance Appraisals. 	<ul style="list-style-type: none"> Actively and positively participate in Performance Appraisals as required. Actively maintain personal knowledge and skills base.
4. Organisational Infection Control and Quality Improvement Standards	<ul style="list-style-type: none"> Ensure all practice is conducted in accordance with infection control policies, procedures and standards Participate in relevant organisational quality accreditation processes Participation in quality improvement activities Complies with all TDHS mandatory training requirements 	<ul style="list-style-type: none"> Adherence to infection control and quality standard legislative requirements at all times Demonstrated participation in accreditation processes Evidence of continuous improvement Evidence of completion of all mandated training by annual date Evidence of current Influenza Vaccine and willingness to obtain annually
5. Code of Conduct and Equal Opportunity	<ul style="list-style-type: none"> Develop and maintain sound knowledge of and commitment to TDHS policies and procedures Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination or harassment Demonstrate and abide TDHS's Workplace Code of Conduct, including the core values: Accountable, Excellence, Respectful, Integrity and Compassion Participate in promoting a safe working environment Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers 	<ul style="list-style-type: none"> Aware of and promotes TDHS policies and procedures Core values are reflected in decision making and everyday behaviour Adherence to the TDHS Code of Conduct Participation and compliance of all occupational health and safety policies and procedures (including emergency response) Consumers are made to feel welcome and supported at all times

Position Description



Key Challenges:	Key Selection Criteria (Qualifications, Experience and Personal Attributes)
<ul style="list-style-type: none"> • Ability to cope with change in work demands. • Effective time management skills • Efficiency and effectiveness performing cleaning duties • Professional boundaries. 	<ul style="list-style-type: none"> • Current Victorian Drivers Licence. • Must have own safe and roadworthy vehicle and be willing to use this. • Well-developed verbal and written communication skills. • Ability to work as part of a team and also with minimal supervision. • Responsive to peoples differing needs and empathy with older people and people with disabilities. • Well-developed organisational and time management skills with the ability to prioritise and manage a diverse workload. • Ability to communicate with the public and to possess a high level of customer service. • Current National Police check • Current Working with Children check. <p>Desirable</p> <ul style="list-style-type: none"> • Current First Aid Certificate.

I have read and understand the requirements and responsibilities of my Position Description.

Signed:

Name:

Date: / /