

Balmoral Bush Nursing Centre

POSITION DESCRIPTION – COMMUNITY SERVICES DISABILITY/RESPITE CARER

Section 1 – POSITION IDENTIFICATION

POSITION TITLE	Community Services Disability/Respite Carer
REPORTS TO	Community Services Coordinator/Assistant
DATE	December 2023
Award & Classification	Social Community Home Care & Disability Services 2010, Social & Community Services Level 2

Section 2 – POSITION OUTLINE

- Provide respite, personal and community care to aged and disability clients of the Balmoral Bush Nursing Centre within scope of qualification and competence.
- Transport clients as required, meeting the objectives of assessed care needs.
- Ensure support of the Balmoral Bush Nursing Centre Strategic Plan in the delivery of services.
- Demonstrate willingness to work as a member of a team.
- Actively contribute to Continuous Improvement Plan to assist BBNC achieving accreditation.
- Support the development of strong community relationships between BBNC and the community.

Section 3 – POSITIONS UNDER DIRECT SUPERVISION

N/A

Section 4 – DUTIES

- Personal care provision within the scope of certification and competency
- Transport clients as required in accordance with Balmoral BNC Policy.
- Develop client focused care activities and deliver in accordance with relevant program policy and individual client care plans.
- Support nursing, administration and community care staff as required in delivering the services of the BBNC.

RESPONSIBILITIES OF EMPLOYEES

- Carry out their duties in a manner that does not adversely affect their own health and safety, or that of others and is culturally sensitive.
- Cooperate with measures introduced in the interest of health & safety and infection control.

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- Undertake any training provided in relation to occupational health and safety and infection control.
- Immediately report all matters that may affect workplace health and safety, to their superior.
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Balmoral Bush Nursing Centre

KEY PERFORMANCE INDICATORS.

- Provision of high quality personal care to clients.
- Duties performed in accordance with directives.
- Demonstrate awareness of the Strategic plan and direction for BBNC.
- Completion of annual competency requirements as relevant to the position.

Section 5 - QUALIFICATIONS AND EXPERIENCE

Essential

- A minimum of Year 12
- Certificate III or equivalent in Aged, Disability or Community Care.
- Disability Worker Exclusion (DWES)
- A current Victorian motor vehicle driving licence
- Knowledge of relevant community resources
- Excellent written and verbal communication skills
- A strong commitment to working with frail aged and younger people with disabilities
- Holder of a First Aid Certificate (or willing to obtain one).
- Ability to work with the Community Services Coordinator/Assistant and the Centre Manager
- A commitment to quality health care provision and continuous quality improvement

Section 6 – APPROVAL

- (i) The details contained in this document are an accurate statement of the duties and responsibilities of this position.

Signature:
Health Service Manager

Date:

- (ii) As the occupant of the position I have noted the statement of duties and responsibilities as detailed in this document.

Signature:
Community Services Disability/Respite Carer

Date: