

Position Description

(People & Culture)

About the Company

Accessible Diversity Services Initiative Limited. (ADSI) is a community based, non-profit organisation established to promote the principles of multiculturalism, access, equity and social justice. It is committed for developing strategies which address the needs of all Australians, especially special needs groups such as refugees, women, youth, children, families, the elderly, the unemployed, the homeless and people with a disability.

For more information of ADSI, please visit www.adsi.org.au

Position Details

Job Reference:	ACSW	Version:	1
Position Title:	Aged Care Support Worker		
Award Classification:	SCHADS HC Level 4/5	Employment Conditions:	As per Contract

Relationships

Accountable to:	ADSI Board of Directors through the CEO		
Reporting to:	Direct	Allocated Aged Care Caseworker	
	Indirect	Manager - Aged & Disability	
Direct Reports:	Nil		

Essential Selection Criteria

1	Cert III or higher in Individual Care & Support, Aged Care, Disability Support, or a similar discipline
2	Minimum 3-month post-graduation experience with an aged care and / or disability services provider
3	Relevant training and / or previous experience in personal care (HC Level 5 only)
4	Proven history to deliver shifts or activities following care plans and guidelines with records
5	Demonstrated skills and experience in one-on-one in-home care to vulnerable elderly
6	Proven record to follow legislations and rules around records, compliance, incidents, and reporting
7	Full NSW Driver's license and a reliable fully insured vehicle
8	Current Working with Children Check and National Police Check Clearances (Paid Worker)
9	Valid First Aid Certificate
10	Certificate of COVID-19 vaccination (minimum 3 doses) and up-to-date flu vaccination

Desirable Selection Criteria

1	Demonstrated skills in elderly centre-based group activities, such as social groups, respite groups
2	Ability to speak a second community language other than English
3	Experience working in a culturally and linguistically diverse (CALD) environment

Primary Roles	Employee Initial
Provide quality services to aged care recipients under in-home aged care (IHAC), following legislative and internal requirements, in the format of either one-on-one or group setting	
Report incidents, identified risks and concerns timely to the responsible caseworker, rostering staff (and the line manager when unable to contact the caseworker or rostering staff)	

Position Specific Duties	Employee Initial
Read, understand and follow the employer's Policies & Procedures, case management standards, WHS rules and other legislative or regulatory obligations for employees	
Arrival for shifts or activities on time following absence and cancellation requirements	
Follow organisational clock-in/out, risk management, incident report and attendance record rules	
Deliver one-on-one care to care recipients as per shifts, care plans and service instructions	
Deliver, keep records, and report group activities as per funding agreements (when required)	
Report immediately any identified risks, abuse, injury, incidents to the responsible caseworker	
Refer immediately requests or concerns from aged care recipients to the responsible caseworker	
Follow directions regarding service improvements, risk mitigation and quality control	
Attend staff meeting, supervision, training, and development sessions, when required	
Other duties that commensurate with the functions and roles of the position	

Position Specific Focus		Employee Initial
Service Type	One-on-One Support / Group Activities	
Cultural Group	All	
Age/Gender Group	65+ (Aged Care Recipients) / All	
Service Focus	In-home Aged Care	

General Duties for All ADSI Employees		Employee Initial
Adhere to ADSI mission, vision and values		
Adhere to the ADSI Policies & Procedures, service principles and standards		
Maintain client and organisational privacy and confidentiality		
Attend regular supervision and staff meetings		
Attend relevant training and professional development		
Maintain appropriate records and statistics		
Share information and resources with other ADSI staff		
Compliant with all WH&S requirements at ADSI		

Declaration		Employee Initial
NSW Working with Children Check (Paid Worker) clearance is mandatory for Employee of this position prior to employment commencement.		
National Police Check Clearance is mandatory for Employee of this position prior to employment commencement.		

Signature

Date

Manager Name
Position
Accessible Diversity Services Initiative Limited

Signature

Date

Employee Name