



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Health Care Worker- Commonwealth Home Support Program (CHSP)

About the role:

The CHSP aims to support people to live as independently as possible for as long as possible through the provision of home support services, including respite services to support carers. The CHSP provides entry-level help at home, and if you require a higher level of help to remain at home, a Home Care Package (HCP) is suitable to provide for your needs. SHDH also provides services to those receiving a HCP. Your health professional must be informed if you received a HCP- your case manager will need to refer you.

The Health Care Worker-CHSP aim is to provide 1:1 supervision of consumers within their own home at Swan Hill District Health to ensure a safe environment for consumers and staff.

We are currently looking for suitable candidate to join our dynamic team. The role is Casual position. The working hours are: 0700hrs till 1530hrs.

About You:

- Certificate III or IV in Aged Care/Individual Support or Certificate IV in Disability or equivalent). Not essential for domestic assistance only
- Understanding of the duties and commitment to older people to maintain client independence in continuing to live safely in their home
- The ability to carry out a broad range of tasks, according to the rostered service provision and care/service plan that are socially and culturally appropriate and free from discrimination.
- Ability to maintain confidentiality
- Good communication skills including written, verbal and listening
- A flexible approach to delivery of a range of client services
- Current Victorian driver's licence
- Current First Aid Certificate
- Current National Police Record Check. Current "Working with Children Permit".
- NDIS Worker Screening Check.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.

To apply for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents.

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Jenna Wild (CHSP Co-ordinator) at Ph: (03) 5033 9229 or E: jwild@shdh.org.au

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

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Position:	Health Care Worker (HCW) - Commonwealth Home Support Program (CHSP)
Classification:	IN37-IN39 - Certificate 3 in Aged Care/ or Cert 3 in Individual Support
Department:	Aged Care
Reports to:	Nurse Unit Manager / Director of Nursing: Aged Care Services
Position Summary:	To provide 1:1 supervision of consumers at Swan Hill District Health to ensure a safe environment for consumers and staff.
Responsibilities:	<p><u>General</u></p> <ul style="list-style-type: none"> • Perform a range of support services for clients in their homes according to care/service plan. • Recognise the cultural, spiritual and emotional needs of consumers and carers. Identify and enhance the consumer's right to dignity and respect. • Assist consumers to maintain and enhance their quality of life. Encourage independence and promote consumers own resourcefulness, resilience and self-esteem. • Monitor the well-being of clients and effectively communicate all relevant information concerning the client to the Home Support office staff. <p><u>Personal Care</u></p> <ul style="list-style-type: none"> • Personal Care service assists clients with activities of daily living. Tasks that may be included in a care plan are: <ul style="list-style-type: none"> ○ Showering ○ Dressing and undressing ○ Hair care ○ Shaving and personal grooming ○ Eating and drinking ○ Fitting of aids ○ Making a bed ○ Meal preparation/assistance <p><u>Respite Care (In and out of Home)</u></p> <p>Respite care provides active and responsive care for the consumer who are frail, older people, or have a disability, while also providing carers with respite from their caring responsibilities. Tasks that may be included in a care plan are:</p> <ul style="list-style-type: none"> • Meal preparation/assistance • Eating/drinking assistance • Toileting • Home care tasks • Tailored leisure activities as identified by the consumer/carer • Shopping, parks, movies, sport and recreation activities. <p><u>Social Support Group</u></p> <ul style="list-style-type: none"> • Social Support Group (SSG) provides social, intellectual, physical, and emotional stimulation to help clients maintain living and social skills. • SSG involves activities and outings. Meals may be included. The groups can be both mixed and gender specific and can also be an opportunity for carers to have respite from their caring roles. • Home Care workers working in SSG are required to participate in the planning and conducting of activities developed to promote the reablement principles.

	<ul style="list-style-type: none"> • Assist clients undertaking various activities that promote and support independence and daily living skills including SSG planning, meal planning, toileting, feeding, accessing vehicles including buses, participating in games and activities and food safety. <p><u>Accountability and Extent of Authority</u></p> <ul style="list-style-type: none"> • Ability to work within the scope of the service and according to clients care/service plan and SHDH policies with the Commonwealth Support Program (CHSP) • Ability to work under limited supervision, as rostered to satisfactorily complete all general work requirements • Ability to complete all documentation in an accurate and timely manner • Accountable for delivering a customer-focused, empathetic service to assessed clients Responsible for attending client bookings on time or advising Team Leader of any changes in a timely manner • Responsible for reporting to the Team Leader any concerns or issues regarding clients or tasks • Ability to work in a team environment and work individually under routine supervision • Responsible for assuring the quality of work performed • Performs broad tasks involving the utilisation of a range of basic skills. <p><u>Judgement and Decision Making</u></p> <ul style="list-style-type: none"> • Undertake home and equipment safety assessments and daily checks to ensure a safe working environment. • Notify Coordinators regarding changes outside the scheduled care plan as per the program protocols • Is aware of own abilities and limitations, identifies learning needs and seeks guidance as necessary • Report any unsafe situations/incidents (including near misses). <p><u>Physical Requirements for the role</u></p> <ul style="list-style-type: none"> • Driving to and between consumers' homes • Tasks that involve reaching, swatting, pushing, pulling, bending and carrying.
Key Selection Criteria	<ul style="list-style-type: none"> • Certificate III or IV in Aged Care/Individual Support or Certificate IV in Disability or equivalent). Not essential for domestic assistance only • Understanding of the duties and commitment to older people to maintain client independence in continuing to live safely in their home • The ability to carry out a broad range of tasks, according to the rostered service provision and care/service plan that are socially and culturally appropriate and free from discrimination. • Ability to maintain confidentiality • Good communication skills including written, verbal and listening • A flexible approach to delivery of a range of client services • Current Victorian driver's licence • Current First Aid Certificate • Current National Police Record Check .Current "Working with Children Permit". • NDIS Worker Screening Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
Salary/Award:	Victorian Public Health Sector (Health & Allied Services, Manager & Administrative workers) Single interested agreement.

First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect

	<p>their ability to perform the inherent requirements of your position.</p> <ul style="list-style-type: none"> • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates: Current:	May 24
Managers Name:	Bina Rai – Director of Nursing, Aging and Care at Home
Managers Signature:	
Employees Name:	
Employees Signature:	



Position Applying for:	
How did you hear about this vacancy?	<input type="checkbox"/> Current Employee <input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Seek <input type="checkbox"/> Search engine <input type="checkbox"/> Social Media <input type="checkbox"/> SHDH website <input type="checkbox"/> Other, please specify.....

First name:		Last Name:	
Date of birth:		Country of birth:	
Postal Address:			
Contact	Phone	Email	
Are you of Aboriginal/Torres Strait Islander Origin? <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <i>(This question is voluntary)</i> Do you wish to be identified under this category? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you an Australian Citizen or Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Grant/...../..... If no, what is your current Visa Status – Visa type _____ Expiry date/...../..... Place/Country of issue: _____ Issue Number: _____ Do you require sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<u>PLEASE ATTACH VISA DETAILS AND/OR STATUS INFORMATION WITH YOUR APPLICATION</u>			

Conditions of Employment
Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for: Initial employment is subject to: <ul style="list-style-type: none"> • 6 months' probationary period (<i>with a review at 3 months.</i>) • Requirement to work any shift • Requirement to work in any department as required Hours of Work – <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term Alternatively, please state availability:

Discipline/Misconduct
Have you experienced discipline or misconduct action at any previous employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please provide details:

Police Check & Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment. It is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Do you have a current Police Check?

Yes (please provide) No, but I am willing to get one if my application is successful.

Do you have a current Employee Working with Children Check?

Yes (please provide) No, but I am willing to get one if my application is successful.

Pre-existing Health & Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

Enquiries can be directed to: Recruitment Services P: 03 5033 9499, E: employment@shdh.org.au

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Resume
- Qualification evidence or supporting documentation
- Visa Detail (if relevant)