

## Position Description - InHomeCarers

Position Title:	CARER
Employment Type:	Agreement
Division:	Client Services – Canterbury Office
Divisional Manager:	Client Service Manager
Reporting:	
<ul style="list-style-type: none"> <li>Position Reports to:</li> <li>Number of Direct Reports:</li> </ul>	Client Service Manager – Canterbury office X

### Primary Purpose of Role

The InHomecarers is responsible for ensuring the continued well-being and quality of life of clients by providing excellent home and personal care, under the direct or indirect supervision of a Client Service Manager. This role aims to assist clients to maintain their optimum level of home lifestyle, including health and mobility.

### Key Accountabilities

1.	Provides Personal Care according to the individual needs of clients, including assistance with dressing and grooming, bathing and toileting, and nutrition and eating, in accordance with the components of individual Client Care Plans and to the satisfaction of clients, their families and CSM.
2.	Provides Home Care according to the individual needs of clients are met by providing light domestic duties; including cleaning, cooking, ironing and laundry together with maintaining a safe living environment, in accordance with the components of individual Client Care Plans and to the satisfaction of clients, their families and CSM.
3.	Assists clients with maintaining mobility including shopping, doing errands, and attending medical appointments, as required and in accordance with the components of individual Client Care Plans and to the satisfaction of clients and their families.
4.	Reports promptly on any changes in the health or condition of a client or any complaints about care to the Client Service Manager, in accordance with Company policies and reporting guidelines.
5.	Contributes to an environment of positive and cooperative working relationships by actively participating in Team Meetings and Training and Development as well as Continuous Improvement and Performance Review processes. Maintains quality requirements attained through training attended.
6.	Applies and promotes InHomecarers' Occupational Health & Safety (OH&S) policies and procedures in work practice at all times. Reports all workplace incidents, accidents and hazards immediately to the Client Service Manager.
7.	Maintain confidentiality of clients, carers and staff at all times and maintain professional working relationships with clients, families and providers at all times.

## KEY SELECTION CRITERIA

### To Be Considered for This Position You Must Have the Following:

#### Qualifications:

- Certificate III in Home and Community Care or Aged Care
- Current First Aid Certificate (Level 2).
- Current Drivers Licence and roadworthy vehicle
- Current National Police Background Check clearance

#### Experience:

- Demonstrated experience within the health and ageing industry in working as a Carer with aged consumers
- An understanding and awareness of ageing issues for the individual with complex needs and applying this in a community setting
- Experience in working autonomously in providing care

#### Knowledge, Skills & Personal Characteristics:

- Sound knowledge of the issues and concerns for elderly people.
- Commitment to caring, empathy and understanding especially to the aged.
- A high level of professionalism, integrity and punctuality
- Self-directed and able to take initiative but also able to follow direction when given.
- Excellent communication style and interpersonal skills – able to communicate effectively with clients, staff and families.
- Friendly and outgoing personality
- Commitment and promotion of the organisations philosophy where possible and an openness to continuously improve service standards and internal staff processes for better outcomes