

Position:	Support Worker CACP		
Department/Program:	Community Aged Care Program (CACP)		
Reports to:	Team Leader CACP		
Award Classification:	SACS Award Level 2.1	No. Direct Reports:	Nil
Financial Delegation:	Nil	PD Updated:	February 2012

Position Objectives

The role of the Support Worker - CACP is to provide a high standard of support including personal care and house keeping in line with the Australian Government Department of Health and Aging Aged Care Act (1997), Community Care Common Standards, and the Community Aged Care Package Program Guidelines (CACP Guidelines), TEAMhealth policies, procedures and documented support plans.

Key Responsibilities

Organisational Responsibilities:

1. Develop a thorough knowledge of TEAMhealth values, mission, vision, goals, knowledge and practices;
2. Contribute positively to the operations of TEAMhealth and the realisation of organisational goals and responsibilities;
3. Promote safe practice, a healthy work environment and compliance with occupational health and safety legislation;
4. Participate in health promotion activities.

Communication Responsibilities

1. Communicate openly, honestly and effectively with clients/carers, stakeholders, staff and management;
2. Act with sensitivity and understanding towards others and acknowledge and respect differences in personal beliefs and values;
3. Work collaboratively and cooperatively with TEAMhealth's stakeholders, including clients, carers, staff, the Top End Mental Health Service and other government and non-government service providers;
4. Uphold client rights at all times and advocate on behalf of clients as required.

Professional Responsibilities

1. Ensure client, staff and organisational confidentiality at all times;
2. Work within program guidelines as stated in the funding agreement;
3. Develop a thorough knowledge of and work within the Australian Government Department of Health and Aging Aged Care Act (1997), Community Care Common Standards, and the Community Aged Care Package Program Guidelines (CACP Guidelines), NT Disability Service Standards, the National Mental Health Strategy, the National Mental Health Service Standards (2010) and other relevant legislation;
4. Adhere to all TEAMhealth policy and procedure as varied from time to time;
5. Implement effective time management and workload management skills;
6. Collect and report data in accordance with the program's service agreement and TEAMhealth requirements;
7. Actively participate in regular supervision with the Team Leader, CACP;
8. Display a commitment to professional development by setting and fulfilling development goals on an annual basis through the performance management system;
9. Keep abreast of developments in the industry and ensure that TEAMhealth practises reflect industry best practise;
10. Participate and undertake ongoing training and professional development activities.


POSITION SPECIFIC DUTIES

1. Provide direct client support services as stated in Care Recipients' Individual Care and Service Plans or as directed by the Team Leader, CACP;
2. Report all concerns about Care Recipients to the Team Leader, CACP in a timely manner;
3. Maintain timely and accurate documentation including, vehicle log sheets; contact notes, incident reports and any other documentation as required;
4. Adhere to relevant Health and Safety Legislation and the safety policy and procedure at all times.

Selection Criteria

	Essential	Desirable
Qualifications:	<ol style="list-style-type: none"> 1. Certificate III Aged Care or willingness to undertake and complete the Certificate. 	<ol style="list-style-type: none"> 1. Senior First Aid Certificate or willingness to obtain.
Experience:	<ol style="list-style-type: none"> 1. Demonstrated ability and a strong commitment to care recipient and carer rights; 2. Commitment to delivering quality aged care services in clients' own homes in the community; 3. Demonstrated ability to work collaboratively with clinical services, consumers, carers, government departments and non-government organisations; 4. Ability to work with minimal supervision in a community setting; 5. Proven ability to strive for continuous quality improvement; 6. Demonstrated ethical work practices and good personal boundaries; 7. High level communication skills – written and oral; 8. Computer literacy in an MS Office environment; 9. Current Northern Territory Driver's Licence; 10. Reliable motor vehicle with comprehensive insurance which is available for work purposes. 11. National Police Clearance not less than 2 years old. 	<ol style="list-style-type: none"> 1. Experience in the provision of support services to aged people in their own homes.

Approved by:

Name:	Melissa Heywood	Signature:	
Position:	Director Client Services	Date:	10 th February 2012