



POSITION DESCRIPTION

| | |
|------------------------|--|
| Position Title: | Community Care Officer |
| Reporting to: | Community Care Team Leader / Community Care Senior Officer |
| Status: | Fixed Term, Part Time |
| Salary: | Level 2/3 |
| Coverage: | WARC Enterprise Agreement 2024 |
| Location: | Various |

POSITION STATEMENT

The Community Care Officer will provide quality, best practice home and community care services to the West Arnhem Regional Council communities.

ACCOUNTABILITIES & RESPONSIBILITIES

| | |
|----------------------|--|
| Primary Tasks | <ul style="list-style-type: none"> • Under general guidance - provide quality, efficient and effective best practice home and community care services to clients. • Regularly review client's care plans. • Complete daily schedules of client activity: <ul style="list-style-type: none"> ○ prepare and deliver meals to all Home and Community Care clients - Monday to Friday; ○ collect client's clothes and bed sheets from home to wash, dry and deliver back to the client's home; ○ assist in the client's home with occasional tasks such as heavy cleaning, cleaning rubbish around the house, spring cleaning, cleaning windows, cleaning the camp area; ○ assist with daily self-care tasks, such as showering, toileting, dressing; ○ help clients to go shopping; ○ help clients to get to the clinic; and ○ participate in social outings with clients. • Participate in arranged training and skills development, as required. <p>Acceleration to Level 3 position is based on attendance, actively studying towards a Certificate III in Community Care, showing initiative in day-to-day activities involving clients, obtaining a First Aid Certificate and having a current Northern Territory Drivers Licence.</p> |
| Teamwork | <ul style="list-style-type: none"> • Participate in a team approach to problem solving and encourage innovative practice. • Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel. |



P Findley



| | |
|---------------------------------|---|
| | <ul style="list-style-type: none"> • Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation. |
| Policies and Procedures | <ul style="list-style-type: none"> • Comply with all West Arnhem Regional Council Policies and Procedures. |
| Work Health and Safety | <ul style="list-style-type: none"> • In accordance with work health and safety legislation: <ul style="list-style-type: none"> ○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses; and ○ within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures. • Actively participate in safety improvement activities. |
| General Responsibilities | <ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council ‘Code of Conduct’ and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Other duties commensurate with skills and experience. |
| SELECTION CRITERIA | |
| Essential | <ol style="list-style-type: none"> 1. Ability to respond to and manage verbal requests from clients. 2. Ability to use washing machines and clothes driers. 3. Ability to communicate with effectively with clients across different language and diverse groups. 4. First Aid Certificate (or willingness to obtain). 5. Certificate II in Community Services. 6. Certificate III Individual Support, Ageing, Home and Community (or willingness to obtain for Level 3) 7. Current Northern Territory driver’s licence (for Level 3) 8. Basic knowledge of Work Health and Safety in the workplace 9. National Criminal History Check clearance. 10. Current Working with Children/Ochre Card. |
| Desirable | <ol style="list-style-type: none"> 1. Ability to instruct others in basic day to day activities. 2. Experience in safe food handling (or willingness to obtain). |



YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

Reports to Community Care Team Leader / Community Care Senior Officer

Internal Community Care Team Leader
Community Care Assistant
Wellbeing Coordinator
Child Care Centre Staff
People & Learning Team
All Staff

External Community Care Recipients
Aged Care Recipients
Government representatives
Department of Health & Ageing Assessment Team
Community Members
Health Clinic
DBMAS



Approved by CEO :

P Findley

Date: 17.12.2020

