

# Position Description



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<b>Position Title:</b>	HACC-PYP and CHSP Trainee
<b>Reports to:</b>	HACC-PYP and CHSP Coordinator
<b>Classification:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Tenure/Hours of Work:</b>	32 hours per week

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## Background

Kirrae Health Service Inc services were established in 1970's. Kirrae provides a range of health services, home and community care and centre based activities and programs to members of our community who live at the Framlingham Aboriginal Settlement and in neighbouring areas including Warrnambool, Koroit, Yambuk, Allansford, Princetown and Bushfield.

## Our Vision

That we continue to support families as our core cultural base, celebrating our strong family links, gaining cultural, social, emotional and economic well-being within our family units as this will support us to grow as individuals within a strong community.

## Mission Statement

The Kirrae Health Service Inc. exists in order to service the physical, mental and emotional health needs of the Framlingham Aboriginal Community in a manner that is effective, culturally sensitive and acceptable to the community.

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## 1. Main Objectives of This Role

To develop the skills and understanding to provide Home and Community Care Program for Younger People (HACC-PYP) services and Commonwealth Home Support Program (CHSP) services to community members to enable them to be more independent at home and in the community, enhancing their quality of life.

The role will assist in providing client services, including activities and support services to older Aboriginal people or younger adults with a disability. They will also work with the program Coordinator to learn about HACC-PYP and CHSP related reporting and compliance requirements.

The focus is on ensuring that clients have community access to services based on their individual need and have a clean and comfortable environment that is safe and well maintained.

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## 2. Job functions and responsibilities:

- Develop knowledge and understanding of program services including Domestic Assistance, Social Support both group and individual, Meals and Home Maintenance
- Develop knowledge and understanding to support a Wellness and Reablement approach for clients
- Understand how client needs are identified
- Support clients and carers to undertake HACC-PYP and/or CHSP assessment processes
- Develop knowledge and understanding to support community members to register for My Aged Care as required
- Help provide basic care services with eligible HACC-PYP and CHSP program clients
- Provide a prompt, courteous, and responsive service to all clients
- Promote HACC-PYP and CHSP services to a broad range of community stakeholders
- Participate in the delivery of Diversity Plans and Wellness and Reablement Plans
- Assist with Planned Activities, Social Support activities and services as required
- Help to ensure Home Care Standards and National Aged Care Standards are met
- Learn to maintain accurate client files and records and enter daily data in Communicare
- Participate in the Koori Aged and Disability Network and Advisory Committee (KADNAC) meetings and other relevant program meetings as required

## 3. Continuous Quality Improvement

- Participate in and contribute to continuous quality improvement initiatives and other organisational activities to meet Quality Improvement Council Standards.
- Work in conjunction with the Quality and Admin Coordinator and other staff to meet all Risk Assessment, Home and Community Care, Aged Care and QIC Accreditation criteria.
- Play an active role in the Kirrae Health Service Risk Management Framework.

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### 4. Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures.
- Report potential health and safety hazards and risks.
- Comply with workplace housekeeping requirements and maintain work space in a clean and tidy state.
- Comply with Infection Control Policies and Procedures.
- Monitor and assess risk to clients and staff.

### Key Performance Indicators

- Interactions with clients are kind, caring and respectful of each client's identity, culture and diversity
- Tasks are completed in an accurate and timely manner
- Successful participation in nationally accredited training relevant to the Disability and Aged Care sector
- Participation in activities focusing on Home and Community Care and Aged Care Standards
- Work as a collaborative team member, participating in staff meetings and staff development activities

### 5. Reporting and Relationships

#### Internal

- This position reports to the HACC-PYP & CHSP Coordinator

#### External

- Community members
- KADNAC members

### 6. Professional Development

- Undertake Cert III or IV in the Aged Care or Community Care arena
- Undertake Apply First Aid
- Participate in meetings, training, supervision and in-service education authorised by the Practice Manager
- Participate in work plan reviews/performance appraisals

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### 7. Minimum Qualifications/ Skills Required

- Willingness to undertake Cert III or IV in the Aged Care or Community Care arena
- Current driver's licence or capacity to undertake
- Basic computer skills
- Ability to communicate in a supportive, culturally appropriate, caring manner
- Ability to work as a member of a diverse team
- Good written and verbal communication skills
- Able to complete all tasks in a timely manner
- Good organisational skills
- Good time management skills

#### EXPERIENCE:

- Working with Aboriginal people and Aboriginal communities desirable but not mandatory

#### KNOWLEDGE:

- An understanding of Aboriginal Culture
- Knowledge of contemporary issues in Aboriginal Communities
- Willingness and ability to learn new skills
- Good communication skills

#### ATTITUDE:

- Appreciate, respect and value differences within the Kirrae Health Service staff
- Contribute to and support positive staff morale
- Show sensitivity to the needs of community clients
- Confidence and ability to interact with a wide range of people
- Good presentation and a pleasant manner
- A willingness and enthusiasm to learn and develop as a Disability and Aged Care worker
- Promote and present a positive image of Kirrae Health Service to other staff, clients and the community in general.

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### Other

Employment is subject to a satisfactory Police Check and Working with Children's Check.

Kirrae Health Service is committed to the health, safety and wellbeing of its staff. Kirrae Health Service and its staff must comply with statutory requirements, including but not limited to, equal opportunity, occupational health and safety, privacy and trade practice. Kirrae Health Service expects staff to comply with all of our policies and procedures and be actively involved in the reviewing and developing of these.

In line with our funding requirements Kirrae Health Service considers that being Aboriginal or Torres Strait Islander is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic).

I have read and understood the requirements of this role, as outlined in this Position Description.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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