



POSITION DESCRIPTION

House Carer

Purpose

We commit to supporting you live the best life possible.

Wherever you live, whatever service you access, the Barunga Village team are committed to supporting you live, the best life possible.

What does **the best life possible** mean?

We think it means, you feel listened to, have choices, are engaged, and receive care that best meets your needs. We want you to feel safe, that you belong and are content and comfortable with us.

We take pride in treating every person with respect. Everyone is an individual with different stories, unique interests and varying needs. We commit to really knowing our consumers, understanding them as people, personalising care and being responsive to their choices wherever we can.

Ensuring you feel part of a community is important to us. We go out of our way to create connections, engage with the community and build support networks around people.

Values

Our staff and volunteers will always **show kindness, support connections** and **strive to improve**.

Objectives of position

This role requires a person who can be spontaneous and warm loving who can connect with people and change the moment for them, and to care for your House Members emotional, social and physical care needs.

Summary of position

To work in a house and together with your team, make it a home for the House Members you are supporting and to enable 'your' family of House Members to be comfortable, be themselves and celebrate the highs and lows of life together.



Working relationships

| | |
|-----------------------|--|
| Reports to | Clinical Nurse <i>However, on shift, this role is led by the House Leader and in the absence of the House Leader, this role reports to the Team Leader.</i> |
| Direct reports | NA |

Key responsibilities

Responsibilities of your role

Supporting House Members - a major part of your role will be to actively involve your House Members in everyday domestic living in a relaxed unfolding minute by minute manner. The normal 'jobs' of the day are to ensure personal hygiene is attended, that environments are clean and pleasant to be in and are completed at a time that suits the people living here.

Key tasks may include (but not limited to):

- To focus on a person-centred approach whilst maintaining the organisations policies and procedures.
- To respect privacy, dignity and to promote confidentiality within a warm homely setting.
- To be able to work within a team whilst recognising the skills and abilities of others as we are all individual.
- To maintain open communication at all levels.
- To administer medications as per medi map
- To record all care, you give.
- To use the task lists for remembering specific duties
- To remove pre-conceived ideas that limit participation in daily living.
- To be able to use your imagination to engage others.
- To be able to make others smile.
- To be able to work from the heart.
- To be able to make the most of the time you have to provide positive social interactions.
- To be non-judgemental towards others.
- To be able to listen and respect others points of view even if you disagree.
- To be able to use the skills mix of the team to it best potential to enhance the well-being of individuals.

Work, health and safety

Adhere to defined work health and safety policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.

To undertake specific knowledge of the whistle-blower policy.

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Support connections
Strive to improve

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Reporting of any possible hazards in the workplace.

Reporting of any 'near misses' and participation in Incident/Accident investigations as necessary

Comply with all policies and procedures required of employees.

Participate in all mandatory training programs such as Emergency Response and Manual Handling education as directed.

Equal employment opportunity

Understanding of implications and adherence to equal opportunities and disability discrimination legislation to ensure a workplace free from discrimination.

Conversant with and comply with organisational policies.

Business information systems and communications

Use internal online communications platform to access policies, procedures, forms and business information.

Leadership, individual and team relations

Be respectful of the leadership team and take instructions when required.

Work harmoniously with House Members and staff.

Undertake further education as appropriate and participate in in-service education as provided by Barunga Village.

Complete all online learning modules as directed

Takes part in performance appraisals on an annual basis.

Quality improvement

Recognise the need and participate in quality activity programs relevant to work area.

Be familiar with and strive to achieve the Aged Care Quality Standards.

Be prepared to identify areas for improvement.

Other

Assist in the promotion of the purpose, values and priorities of Barunga Village.

Any other duties commensurate with the employee's skills and experience as directed by the Director of Nursing and Care Services.



Person specifications

Essential qualifications and experience

There are no mandatory education requirements for this position.

Desirable qualifications and experience

A Certificate III in Aged Care Services is highly regarded, along with previous experience in an aged care facility or similar environment.

On-site training available for the right people who fit our culture of feelings-based care.

Core competencies

Self - Being comfortable being oneself at work, being self-aware and open.

Feeling - Being able to be emotionally warm, offering closeness to each individual.

Together - Being a friend to individual's, with no them and us.

Inspiring - Being positive and passionate, being able to make a connection with people that makes a difference.

Nurturing - Being able to provide comfort, security and a sense of belonging.

Respectful - Being able to understand the value of life histories and using it to enhance individual well-being.

Accepting - Being positive about individual's reality and accepting of others, to understand that feelings can be displayed as action or words.

Flexible - Being focused on individuals and not routine, to have the ability to adapt to daily differences and just "go with the flow".

Spontaneous - Being able to create opportunities that will occupy individuals in a meaningful way.

Enabling - Being able to create well-being and not ill-being.

Supportive - Being comfortable to express your own emotions and support others with theirs.

Growing - Being open to learn and reflect on oneself and skills.



Conditions

Must provide a NDIS worker screening clearance that is dated not more than five years old to enable the assessment of whether the employee is suitable to provide care under the Aged Care Act.

Must comply with having annual flu vaccination and be fully immunised against COVID-19.

Must sign a statutory declaration to identify serious criminal activity committed outside of Australia.

Must pass a pre-capacity health assessment to ensure physical fitness level is appropriate for duties.

Must comply with Barunga Village's Code of Conduct.

Special conditions

Must be able to perform shift work as per roster.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Position Descriptions and staff performance will be reviewed regularly.



Signatures

Signed on behalf of BARUNGA VILLAGE

Choose job title

Date _____

Witnessed (signed) by

Print name

Signed by the EMPLOYEE

Full name

Date _____

Witnessed (signed) by

Print name
