



AUSTRALIAN MULTICULTURAL COMMUNITY SERVICES
POSITION DESCRIPTION – PERSONAL CARE WORKER

CACP (COMMUNITY AGED CARE PACKAGES) HOME & PERSONAL CARE WORKER

- OBJECTIVE:** The focus of this position is the provision of high quality services to our CACPs clients
- REPORTS TO:** CACPs Case Manager
- CLASIFICATION:** The conditions of employment are those identified under the Social, Community, Home Care and Disability Services Industry Award 2010. The level of final salary is assessed based on qualifications and relevant experience.
- HOURS:** Part time and/or Casual positions (subject to AMCS and client requirements)
- LOCATION:** 44-56 Hampstead Road, Maidstone VIC 3012

ORGANISATIONAL CONTEXT

Australian-Multicultural Community Services Inc. (AMCS) has been providing welfare services to the Polish and Eastern European communities since the early 1980s under the name of Australian Polish Community Services. The organisation changed its name to AMCS in 2011. As a non-profit organisation, the agency is governed by a Board of Directors which is elected according to the requirements set out in the Associations Incorporations Act 1981.

The agency itself is situated in Maidstone with a branch office in Geelong. The organisation's team comprises of program managers, care workers, administrative staff and volunteers. There are also two outreach centers (Geelong & Rowville) that the agency serves on continuous basis.

The current services being provided by the agency include the following:

- Home based support services for the frail elderly (Community Aged Care Packages) in the western, northern & eastern metropolitan regions & Geelong.
- PolCare Aged Care Brokerage Service (an agency self-funding initiative)
- Home based Social Support Program – Volunteer Coordination;
- Visitation program for residents of nursing homes and hostels
- Planned Activity Groups in Sunshine and Geelong.
- Carer retreats
- English Language & Computer Classes in Maidstone and Rowville
- Emergency Relief

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- HACC Access (Service System Resourcing)
- Supported Access Program
- Community Partners Program
- Polish Older Persons Outreach Program
- Short-term projects and initiatives
- Ongoing documentation of community needs and service development.

CACPs PROGRAM - OVERVIEW

The Community Aged Care Packages Program's aim is to support people who otherwise would require low level residential placement, to live in their own home. The program provides a range of services, including personal care, household duties, transport, monitoring of formal/informal services and case management.

Individual clients are assessed, and a care plan is developed according to their specific needs.

Currently there are 125 Care Packages allocated to APCS that support clients from Polish, Ukrainian, Latvian, Lithuanian, Belarusian, Czech and Slovak backgrounds.

CARE WORKERS ROLE AND RESPONSIBILITIES

- Assisting clients with domestic tasks such as laundry, ironing, meal preparation, vacuuming, mopping;
- Assisting clients with shopping, paying accounts, monitoring clients' safety and well being;
- Complying with APCS' Occupational Health and Safety (OHS) policies and procedures, participating in Return to Work programmes and reporting hazards/incidents to their supervisor;
- Carrying out other duties as delegated by their supervisor, Community Care Manager or CEO.

KEY SELECTION CRITERIA

- Certificate III in Aged Care or HACC, or the willingness to undertake studies to achieve this minimum;
- Level 2 First Aid Certificate or current Cardiopulmonary Resuscitation (CPR) certificate, or the willingness to undertake studies to achieve this minimum;
- Must have a commitment to supporting elderly people in their home and an understanding the importance of the CACPs program;
- Demonstrated ability to provide social support to CACPs clients and any report changes to supervisor;
- Good communication skills, ability to speak a community language;
- Understand privacy issues, whether related to the client of the client's family;
- Respect the clients' right to keep their own lifestyle and support them in their efforts to do so;

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- Be supportive, patient and non-judgemental;
- Accept direction and use initiative, where appropriate;
- Ability to discuss issues relating to clients;
- A current Driver's License and own car are essential.

MANAGEMENT & ACCOUNTABILITY

- Direct accountability to supervisor, Community Care Manager;
- AMCS Management has a right to review position descriptions.

PROFESSIONAL DEVELOPMENT

The Australian Multicultural Community Services Inc is committed to continuous improvement and supports staff upgrading skills through its Study Leave Program.

Employees are also encouraged to participate in regular scheduled reviews that audit their working performance and relevant learning needs.

CONDITIONS OF EMPLOYMENT

It is a policy of the agency that all employees sign an employment agreement. Ongoing employment is conditional on the continued funding of the CACPs program.

All new employees are subject to a three-month probation period.

The prospective employees will be required to undergo a police check clearance.

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Applicants may apply as follows:

- 1/ **MAIL:** **Ms Louise Czarnoch
Community Care Manager
Australian-Polish Community Services
44- 56 Hampstead Road
Maidstone VIC 3012**
- 2/ **FAX:** **(03) 9687 7446**
- 3/ **E-MAIL:** **info@apcs.org.au**

PLEASE MARK APPLICATIONS AS PRIVATE AND CONFIDENTIAL.

Due date:

For more information please ring (03) 8371 2303

Position description agreed to:

Employee's Name:

Signature:

Manager's Name:

Signature:

Date:

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