



Position Description Care Worker

Employment type: Casual

Reports to: Team Leader – Direct Care and Rostering

Direct reports: Nil

About the organisation

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is a charity and the leading community organisation founded in 1984 to represent interests of Russian speaking people living in Victoria. RERC provides a range of community services funded by state and federal governments to support elders, people with disabilities, and disadvantaged people with CALD background. Our current programs include the CHSP program, Community Visitors Scheme, brokerage services in aged care, CALD programs and various community awareness programs. RERC also acts as an umbrella for a range of community organisations to provide a platform for various cultural initiatives and community events.

Role Purpose

The primary purpose of this position is to support clients to remain living independently within the community and to deliver care and services to individual clients as set out in their plan of care and services.

KEY PERFORMANCE INDICATORS:

- Understand and be part of Russian Ethnic Representative Council of Victoria's vision and values ·
- Ensure actions and behaviours in the workplace are in line with vision and values ·
- Comply with organisational policies and procedures ·
- Comply with Aged Care Act 1997, Home Care Standards and Guiding Principles ·
- Ensure technical skill and knowledge for position are current ·
- Be commitment to ongoing learning and participation in continuous improvement activities to ensure a high-quality service is maintained ·
- Attend compulsory training as directed ·
- Demonstrate a positive attitude toward older people including an understanding of their needs and a commitment to uphold their rights as individuals ·
- Excellent communication, interpersonal and reporting skills ·
- Demonstrate ability to comply with and awareness of work health and safety (WHS) including infection control standards and minimal lift policy

Organisation

RERC Inc.
ABN: 91 549 424 794

Head Office

118 Greeves Street,
Fitzroy VIC 3065

Contact details

Tel: 9415 6899
Fax: 9415 9866

Web: www.rerc.org.au
Email: mail@rerc.org.au

CLIENT SERVICE ·

- With the Manager build effective relationships with client/carer/family, develop a flexible, creative care plan tailored to client needs, focusing on a holistic approach and living of daily life for the individual client ·
- Monitor and evaluate plans of care and services as required to ensure quality outcomes for the client as their needs change ·
- Advocate on behalf of clients as required ·
- Observe client physical, emotional, and behavioural conditions, document and keep the Manager informed of any changes ·
- Support the independence of clients through appropriate assistance ·
- Always demonstrate a positive approach ·
- Actively promote Russian Ethnic Representative Council of Victoria to all clients and stakeholders

PRIVACY AND CONFIDENTIALITY ·

- Maintain privacy and confidentiality in relation to personal information of staff and clients ·
- Comply with organisational policies and procedures in relation to privacy and confidentiality

TEAM PROMOTION

- Work co-operatively and communicate effectively with others as required ·
- Share information and knowledge with others as necessary and appropriate ·
- Communicate in a non-threatening, non-aggressive and culturally sensitive manner ·
- Participate in staff training, meetings, workshops, and seminars as requested

KEY SELECTION CRITERIA – ESSENTIAL ·

- It is a mandatory requirement that Russian Ethnic Representative Council of Victoria will have a National Police Check for all new employees and volunteers. No employee is to commence work prior to this check being obtained. ·
- Experience in liaising and negotiating with community service providers ·
- Excellent communication skills including report writing ·
- Well-developed planning and time management skills ·
- Knowledge of ageing and disability issues ·
- Demonstrated experience and commitment to continuous improvement

KEY SELECTION CRITERIA – DESIRABLE ·

- Certificate III or IV in Aged Care or Community Care ·
- Current First Aid Certificate ·
- Have the use of a fully insured motor vehicle that is suitable for client transport ·
- Current driver's licence ·
- Understanding of the need of aged care clients ·
- Experience in an aged care setting or community care ·
- Some knowledge or understanding of Dementia ·
- Mobile phone ·
- Access to a personal computer and email

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