



Position Description

Job title: Care Support Staff for Flexible in Home Respite (MIHR) Program

Job Type: Casual Employment

Location: 1 Bay Village Road Bateau Bay NSW 2261 (Central Coast)

Supervisor/Manager: Coordinator/ Aged Care Team Manager

Main Duties & Responsibilities:

The purpose of the Flexible in Home Respite Service is to provide respite care to culturally and linguistically diverse (CALD) carers who support frail aged or have a disability in their own homes in order to enable time and energy to care for themselves.

As an aged care worker you will be responsible for providing assistance to the care recipient in their own home whilst the carer goes out. Even though the contact is with the care recipient the carers are the focus of the HMRS program. Each care recipient is an individual and has different needs determined by their age, gender, cultural background and life circumstances.

Needs of care recipients include:

- Provide companionship and support to enable care recipients to participate with the activities of daily living (in their own home)
- Assist care recipients in carrying out all self-care tasks (e.g. walking, transfers, using a wheelchair, attending the bathroom, eating meals) as required.
- Document in the progress notes allocated tasks for the care recipients in the folder provided in the home and complete any other administrative tasks.

Support staff is required to ensure the following standards are observed:

- Safe practises at all times to ensure care recipient and staff safety.
- To be aware of and sensitive to care recipients cultural needs. Care support staff should, as far as possible and practicable, undertake tasks in a way that the care recipient wishes and which respects their beliefs and customs.
- Ensure care recipient information remains confidential and secure at all times.
- Report any concerns or changes of the care recipient to the HMRS coordinator.
- Ensure relevant food handling regulations are adhered to and Work Health & Safety (WH&S) standards are met.
- Follow and ensure compliance with accepted Infection Control guidelines.
- Report potential hazards to the MIHR Coordinator.