

## Position Description

This document is effective from: 27/08/2019

<b>Position Title</b>	Home Support Worker – Gardening /Home Maintenance
<b>Responsible to</b>	Coordinator Home Support Services and /or Senior Manager Community Home Care Packages

### Selection Criteria:

The required skills and knowledge for this position are:

- Genuine interest in working with ageing clients from Culturally and Linguistically Diverse (CaLD) backgrounds and LGBTI backgrounds
- Ability to work as a member of a team as well as independently
- Understand Umbrella’s purpose and mission.
- Prepared to learn about the Aged Care Quality Standards and Umbrella’s policies and procedures
- Good written, oral and communication skills
- A current and valid national police clearance (obtained in the past 3 months).
- A current and valid first aid certificate within the last 3 years.
- A medical clearance valid for 2 years
- A current Drivers License
- Car ownership
- Being fluent in another language other than English is highly desirable but not essential

### Scope:

The efficient and safe delivery of home based services to Umbrella clients at their premises

The key duties, expected outputs and outcomes for this position include:

**GARDENING**

<b>Duties</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• Raking of leaves and other loose plant material.</li> <li>• Removal of weeds.</li> <li>• Removal of dead plants and plant material.</li> <li>• Pruning of small bushes and plants.</li> <li>• Light pruning of trees and bushes (able to be reach safely from ground level).</li> <li>• Removal of dead tree and plant material.</li> <li>• Preparation of “green waste” for bulk refuse collection.</li> <li>• Lawn mowing.</li> <li>• Lawn edging.</li> <li>• Disposal of grass clippings on the client’s property as directed by the client</li> </ul>	As per care plan or as required.

**HOME MAINTENANCE**

<b>Duties</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• Only as directed by Senior Manager of Community Home Care Packages</li> </ul>	As per care plan or as required.

**ALL POSITIONS:**

<b>Client Health and Well-being</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• Apply Wellness based principles in all duties.</li> </ul>	As per care plan or as required.
<b>Administration</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• Collect Client fees and receipt client fees</li> <li>• Transfer electronically or deposit clients’ fees into Umbrella’s bank account on a fortnightly basis.</li> <li>• Complete timesheets, mileage forms and submit with the ‘list of money collected’ form (attachment 15) and client fees receipts to the Home Support Service Staff for authorisation every pay fortnight by <b>5 pm on the Tuesday</b>.</li> </ul>	Regularly and as per Program requirements or as directed by Program Managers.

<ul style="list-style-type: none"> <li>• Complete notes and reports on clients if required</li> </ul>	
<p><b>Other Duties</b></p>	<p><b>Frequency</b></p>
<ul style="list-style-type: none"> <li>• Promote a safe working environment and work within Occupational Safety and Health guidelines.</li> <li>• Promote positive aging, dignity, independence and wellness principles in all activities and programs.</li> <li>• Support other staff and volunteers in aspects and duties.</li> <li>• Attend a minimum of 3 of the 5 support workers staff meetings scheduled in a calendar year. A calendar year is January – December of any given year.</li> <li>• Participate in Umbrella’s mandatory training 3 times a year.</li> <li>• Attend an annual appraisal meeting with management.</li> <li>• Adhere to Umbrella Policies and Procedures.</li> <li>• Maintain client and organisational confidentiality.</li> <li>• Other duties as required or directed that contribute to the delivery of services of the organisation.</li> </ul>	<p>Regularly and as per Program requirements or as directed by Program Managers.</p>