



SEC Care  
**SOUTH EASTERN COMMUNITY CARE**

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|                              |   |                               |   |
|------------------------------|---|-------------------------------|---|
| <b>Position Title:</b>       | Community Support Worker                            | <b>Location:</b>              | SORELL  |
| <b>Date Effective:</b>       | November 2017                                       | <b>Review Date:</b>           | November 2019   |
| <b>Award:</b>                | SECC Community Support Workers Enterprise Agreement | <b>Classification:</b>        | Community Support Worker Certificate III Individual Support |
| <b>Immediate Supervisor:</b> | Coordinators / Health Services Manager              | <b>Provides direction to:</b> | N/A   |

### Function

Work within the Mission Statement, Goal, Policies and Procedures of South Eastern Community Care (SEC Care) to achieve the highest possible standard of care

- Provide without discrimination delegated quality care to the Aged and persons with a Disability to live independently in their own homes and communities
- Maintain appropriate documentation in accordance with legislative and organisational requirements
- Comply with statutory and common law requirements
- Partake in an orientation program, performance reviews and ongoing training programs

### Primary Tasks

- Provide assistance with personal hygiene, domestic assistance and activities of daily living whilst maintaining a professional relationship with clients and associated people
- Provide services according to individual client care plans and duties agreements
- Maintain concise written documentation
- Report changes in clients health/social status to relevant Coordinator
- Ensure participation in professional self-development, including compulsory attendance at staff meetings
- Work in accordance with statutory and common law requirements
- Maintain safe work practices
- Be responsible for maintaining First Aid certificate including annual CPR, Drivers Licence and comprehensive vehicle insurance, Working with Vulnerable People and National Police Record checks

### Level of Responsibility

- Perform tasks as delegated and in accordance with care plan/s
- Responsible to the Health Services Manager for the satisfactory completion of all delegated duties

### Direction and Supervision

- Works under Supervision of Coordinators and reports to Coordinators, through to Health Services Manager

**Essential Employment Pre-requisites**

- Certificate III Individual Support or its equivalent
- Current First Aid including CPR
- Current Drivers Licence
- Reliable vehicle with Comprehensive Insurance
- Current satisfactory National Police Record
- Current Working with Vulnerable People Record

**Selection Criteria**

1. Demonstrate respect, empathy and understanding towards clients, carers, the families and work colleagues
2. Maintain confidentiality regarding clients, carers, SEC Care employees and volunteer personnel
3. Be able to effectively perform duties autonomously within defined client care plans and timeframes
4. Demonstrate effective communication and interpersonal skills
5. Perform duties within Workplace Health & Safety (WHS) guidelines

**Conditions of Employment**

- A probationary period of three months applies from the date of commencing employment
- On completion of the probationary period performance reviews will occur at 12 months then two yearly

*South Eastern Community Care is an equal opportunity employer, working in a non-smoking environment. Funding is received from the Commonwealth Department of Health and Aging and the State Government Department of Health and Human Services, Home & Community Care Program.*

**This Position Description is not definitive.  
Primary Tasks vary according to need and specific program guidelines**

|           |                         |            |  |       |  |
|-----------|-------------------------|------------|--|-------|--|
| Approved: | Health Services Manager | Signature: |  | Date: |  |
| Sighted:  | Employee:               | Signature: |  | Date: |  |