



You've come to the Right Place

Extended Care Assistant-Home Care

With the first foundation stone laid in 1963 in the Huon Valley; Huon Regional Care is a long-established provider of quality community and aged care services across Tasmania. You'll find us in three main locations; Franklin, Dover and Nubeena.

Huon Regional Care leads with courage, through integrity; and accountability; we strive to achieve the very best for our people, and the people we care for, empowering the individual.

Huon Regional Care's Purpose, Vision and Values are woven into the fabric of our existence; building individual, team and organisational attitudes; driving our culture.

Our Purpose **Contributing to the dignity, meaning and comfort of people in need**
Our Vision **To be the first choice in aged and community care in Tasmania**

We Value:

Making a Difference We put people first
 We exceed expectations
 We are always looking for better ways to do things
 We work collaboratively as a team

Empathy We endeavour to understand what someone is feeling
 We are patient and listen
 We support people with kindness

Excellence We take responsibility for our decisions and actions
 We take ownership, we follow through
 We take pride in our work
 We find learning opportunities in our mistakes

Integrity We behave ethically and honestly
 We show respect to everybody
 We do the absolute best we can

Courage We forge ahead even when it's tough
 We embrace change and welcome diversity
 We ask for help when we need it
 We speak up when something needs to be said

Position Description

Position Title	Extended Care Assistant Home Care
Reports to	Home Care Business Manager
Significant Working Relationships	Managers, Supervisors, all employees , external stakeholders
Location	Huon and Channel
Agreement/Award	Huon Eldercare Inc, HACSU ANMF General Staff Agreement 2015 or its replacement

Position Purpose

The role of the Home Care ECA is to provide high quality care to service users to assist individuals to remain happy, secure and comfortable in their homes.

Role Accountabilities

- Work within the scope of the position and seek advice and guidance from the Home Care Business Manager
- Assist nursing staff to provide service users and care recipients with personal care in accordance with their care plans and the Philosophy, Practices and Policies of Huon Regional Care and the Aged care and Quality Standards
- Provide a high level of cleaning and tidying when required
- Assist with preparation, serving and washing up of meals and food/drinks when required
- Attend to laundry duties when required
- Attend to all activities with attention to the promotion of service user choice, decision-making and independence
- Make care decisions based on care plans and sound judgement (within scope of practice)
- Liaise with service users, family members and other health care team members in order to facilitate and achieve a team approach to service user care (within scope of practice)
- Work as a team member with all staff, including those of other disciplines, and other providers to provide the best possible quality of care and well-being to service users
- Encourage and facilitate service user participation in relevant community programs, events and/or other social opportunities
- Respect service users' belongings and treat with care
- Monitor service user's condition/health and communicate any uncharacteristic conditions/ behaviours to the relevant case manager or Home Care Business Manager
- Report any incidents involving a service user to the Home Care Business Manager immediately and complete an incident form as per policy guidelines
- Acknowledge and report service user feedback
- Follow direction and guidance from Home Care Business Manager and where necessary, clarify instructions and seek assistance with unfamiliar tasks
- Use supplies and equipment properly and with a view to cost-effectiveness
- Accept direction and supervision from Home Care Business Manager or nurse in charge

- Undertake appropriate duties as requested by Home Care Business Manager or nurse in charge

1. To provide clients with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life all employees are expected to:
2. To demonstrate consideration, understanding and respect for clients and their families at all times in all interactions.
3. Ensure personal and team contribution support overall team effectiveness by demonstrating a high level of commitment and efficient follow through of any tasks until completion or as otherwise agreed with your manager.
4. Monitor and report performance against KPIs and take corrective action as required.
5. Consult and collaborate with colleagues, managers and subject matters experts (internally and externally) to ensure the best possible outcomes for Huon Regional Care.
6. Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture.
7. Ensure compliance with Statutory and Regulatory requirements, and our policies, processes and procedures.
8. Emulate and encourage others to adhere to, our values in all work related activities.

Our organisation takes protection of vulnerable people seriously, and as an employee/volunteer of Huon Regional Care, you are required to meet the behaviour standards outlined in our Code of Conduct and Elder Abuse Management Policy ADM12. You will have received a copy as part of your induction. You can also access a copy on SharePoint.

Therefore as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for everyone
- promote the safety and wellbeing of everyone to whom we provide services and with whom you work
- ensure that your interactions with people are positive and safe
- provide adequate care and supervision to people in your charge
- act as a positive role model
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain a valid National Police Check
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to our vulnerable clients

Selection Criteria

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

Qualifications/job requirements:

- Certificate III Community Services, Aged care or Disability
- Current valid National Police Check
- Current Drivers Licence
- Own reliable vehicle

Essential Knowledge, skills and Experience:

- Minimum 1 years experience in a similar environment
- Demonstrated strong communication and interpersonal skills
- Able to work as a member of a multi disciplinary team, committed to team goals, supportive of others, reliable, dependable co-operative and flexible
- Able to think for self, identify, analyse and solve problems
- Demonstrated understanding of the needs and dignity of the elderly, compassionate, considerate and responsive

BEHAVIOURS

- Confidentiality – applies the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Huon Regional Care.
- Emulating Values – demonstrates, through behavior, an alignment to and an understanding of our values and the criticality of those values to our ongoing success. Delivering Results – efficient follow through of any tasks to completion or as otherwise determined by the direct supervisor or designated employee.
- Analytical Thinking and Data Analysis – understands the operating environment and makes decisions based on fact-based analysis.
- Commercial Thinking – practically applies technical/functional expertise and challenges the status quo in contributing to business success.
- Risk Adverse – identifies compliance risks and acts to minimize such risks
- Delivering Results – drives and delivers performance against set goals.
- Adapting to Change – seeks opportunities to transform the business by adapting to change in a positive and responsive manner.
- Formulating Concepts – demonstrates short to medium term visioning and develops a plan to achieve the vision.
- Exercising initiative and/or judgement - appreciation of the necessity to exercise limited initiative and/or judgement within clearly established procedures and/or guidelines to find positive solutions in response to identified needs.
- Approachable – willingly engages with employees to resolve their queries in a concise, accurate, and timely manner.

I have read and understand my role accountabilities based on this position description. I am aware that in accepting this position, I can meet the responsibilities, requirements and physical demands necessary for the position.

Employee Name:

Signature:

Date: