	<h1>CHSP Support Worker</h1>	Area	Human Resources
		Last Approved	
		Position Number	
		Authorisation By	CEO
		Next Review Date	<u>January 2024</u>
JOB AND PERSON SPECIFICATION CHSP Support Worker			

Job and Person Specification

Pika Wiya Health Service Aboriginal Corporation is an Aboriginal Community Controlled Health Organisation which provides culturally appropriate, comprehensive Primary Health Care Services, Social support and training opportunities to all Aboriginal and Torres Strait Islander people in Port Augusta and the surrounding catchment area, with clinics located at Dartmouth Street, Port Augusta, Davenport, Copley and Nepabunna.

Title of Position	CHSP Support Worker
Classification	CHSP 2 or 3 depending upon experience
Type of Appointment:	Fixed term contract

Job and Person Specification Approval

..... CEO/...../..... Date
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JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

The CHSP support worker's role is to deliver safe and effective personal in accordance with consumers needs, goals and preferences to optimise health and wellbeing. In addition deliver care and services that understand the consumers needs and preference and know what to do to make sure they feel safe, respected, valued and safe.


2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation:

The CHSP worker reports directly to the CHSP Team leader who is responsible to the CEO through the Corporate Services Manager.

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3. Special Conditions:

- All employees, visiting specialists and contract workers are expected to complete Cultural Safety Training and practice within the PWHSAC Cultural Responsiveness Framework.
- Appointment is subject to a satisfactory national Police/Criminal Record Check and any other relevant background checks determined by area of work, obtained through the Screening Unit, Department for Communities and Social Inclusion (DCSI). All checks to be renewed every 3 years thereafter from date of issue prior to the due date to enable continuity of employment.
- All employees are required to participate in the organisation's Professional/ Performance Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to Pika Wiya Health Service Aboriginal Corporation values and strategic directions and the Code of Conduct.
- All employees are required to participate in random drug testing strategies that may apply according to the Alcohol and other Drugs in the Workplace Policy.
- All employees are required to actively participate in Continuous Quality Improvement activities including Plan, Do, Study, Act (PDSA) cycles in line with organisation goals and strategies and in compliance with funding agreements.
- All employees must be aware of, and abide by, the requirements of the Work Health and Safety Act 2012, taking reasonable care of their own safety and the safety of others in the workplace.
- Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.
- Understand, comply and adhere to PWHSAC policies, guidelines, procedures and the organisations code of conduct.
- Current SA Drivers Licence with no restrictions.
- Conditions of employment are in accordance with PWHSAC Enterprise Bargaining Agreement 2016.
- Working within a Primary Health and Aged Care settings demands all employees are fully vaccinated relevant to their position including COVID 19.
- Hold and maintain a current first Aid and CPR certificate.

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4. Role and Statement of Key Outcomes and Activities:

The CHSP Support Worker' role:

Undertake tasks in accordance with Support Plans / job task sheets and within the Pika Wiya and Aged care service standards.

Report and refer where there is a decline in a Consumer's health or significant change with their home or lifestyle.

Write progress notes for each Consumer as required.

Assist with maintenance and development of skills, including daily living and self care skills for each client.

Delivery of meals and preparation of meals in Consumer's homes.

House cleaning – Consumer's homes.

Laundry services or dropping off linen.

Transporting Consumers.

Taking Consumers shopping.

Assisting clients with personal care tasks.

Physically assisting people with eating either in centre or home.

Assisting in running group activities and supporting Consumers to engage in activities at designated venues

Assisting Consumers with general queries

Passing on Consumer information/issues to Team leader.

Conducting wellbeing checks.


Completing vehicle logs, cleaning vehicles, vehicle checks and cleaning Aged Care centre(Whyalla) and Port Augusta CHSP areas and Activity venues post event.

Enter data into Eziplan Data base.

Report workplace hazards and incidents immediately to Team Leader.

Ensure personal protective equipment is utilised at all times.

Attend toolbox talks and staff meetings.

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<p>JOB AND PERSON SPECIFICATION</p> <p>CHSP Support Worker</p>				


I have read and understand the Terms and Conditions of the above Job & Person Specification, and in accepting the position, agree to the requirements therein.
 I further acknowledge a review of this Job & Person Specification will be undertaken annually.

.....
 (Employee Signature)

.....
 (Witness Signature)

.....
 (Witness Name)

...../...../..... (Date)

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PERSON SPECIFICATION

Essential Minimum Requirements

Education/Qualifications:

Minimum year 11 or equivalent.

Will have satisfactorily completed the requirements of a level 3 or equivalent as well as the relevant experience.

Computer Literacy including proficiency in Microsoft and other data based systems.

Experience:

Previous experience working within aged care sector.

Previous experience working within Aboriginal health/care sectors.

Knowledge:

Highly developed knowledge of the age care sector.

Effective and efficient methods of communication with Aboriginal peoples from different cultural backgrounds and language groups.

Personal Skills/Abilities

Highly developed Interpersonal skills, particularly when dealing with Aboriginal and elderly clients.

Highly developed IT skills in terms of data bases and word processing, spreadsheets and records.

Proven ability to maintain confidentiality at all times

Ability to use own initiative and make decisions.

Capacity to think from a broad and diverse perspective.

Well established time management skills with ability to meet defined timelines and targets.

Desirable Requirements

Education/Qualifications:

Experience: