



Carrathool Shire Council

POSITION DESCRIPTION

Aged Care Field Officer

DIRECTORATE	CORPORATE & COMMUNITY SERVICES
REPORTS TO	MSO COORDINATOR
CLASSIFICATION	BAND 1 LEVEL 3
GRADE WITHIN SALARY STRUCTURE	4
STATUS OF EMPLOYMENT	CASUAL
POSITION CODE	2420
DATE APPROVED	12 JANUARY 2024

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

This position is responsible for providing a range of basic maintenance, support and care, and safe and efficient transport services for older clients, whilst also supporting them to be independent at home and in the community, thereby enhancing their quality of life.

Key accountabilities

Within the area of responsibility, this role is required to:

- Contribute to an effective system of communication within the team, by discussion and regular team meetings, including the review of care plans for clients.
- Provide care and assistance to clients for the preparation of appropriate meals, shopping and general household and maintenance tasks.
- Ensure clients retain individuality and personal dignity by promoting high standards of care and encouraging independence where appropriate.
- Provide direct personal care to clients as circumstances require such as washing/bathing, assist with dressing, dressing wounds, sores etc.
- Assist and encourage the management of medication where appropriate and monitor health related conditions such as dietary & fluid intake.
- Ensure that different cultural needs and individual requirements are catered for sensitively.
- Complete documentation and record all duties, repairs, concerns, incidents as required.
- Respect client's rights to privacy and confidentiality.
- Report any changes in client's needs, daily practices or medical condition to the coordinator.
- Provide transport and assist clients to and from destinations as directed.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Organisational accountabilities and responsibilities

Customer Service	<ul style="list-style-type: none">• Ensure an efficient, courteous and professional service to internal and external customers at all times.• Present a positive image of Council at all times.
Governance	<ul style="list-style-type: none">• Carry out work in line with relevant legislative requirements, codes, practices, and standards.• Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.• Take responsibility for and manage own work and contribute to a productive work environment.• Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.• Ensure accurate and timely record keeping in accordance with Council's requirements.
Work Health and Safety	<ul style="list-style-type: none">• Perform work in accordance with WHS Legislation and Council's policies and procedures.• Report all near misses/accidents, injury and illness as per Council policies to the immediate supervisor.• Contribute to work health and safety of self and others.• Attend and participate in all training as directed.
Risk Management	<ul style="list-style-type: none">• Assist council supervisors and managers in identifying and assessing hazards at the workplace.• Be aware of and follow Council's risk management procedures when undertaking tasks or projects.

	<ul style="list-style-type: none"> Do not interfere or misuse any safety device or equipment which has been provided.
Environmental	<ul style="list-style-type: none"> Consider the protection of the environment when undertaking Council activities.

Key relationships

Internal	External
Multi Service Outlet Coordinator	Care and transport clients
Other staff	

Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control to minimise workplace illness/disease. The following vaccinations are required and will be arranged upon commencement – Hepatitis A and B and/or Tetanus.
- The successful candidate will be required to undertake a National Police Check and achieve a satisfactory outcome.

Essential requirements





- Well-developed written and verbal communication skills.
- Demonstrated ability to work independently and as part of a team.
- Working ability to undertake general housekeeping, personal care and cooking duties.
- Empathy with the elderly.
- First Aid Certificate.
- Class C driver's licence.

Desirable requirements

- Previous nursing or aged care experience.
- Studying Certificate III Aged Care.









Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 Personal attributes	Manage Self	Foundational	1
	Display Resilience and Adaptability	Foundational	3
	Act with Integrity and Courage	Foundational	2
	Demonstrate Accountability	Foundational	4
 Relationships	Communicate and Engage	Foundational	2
	Community and Customer Focus	Foundational	1
	Work Collaboratively	Foundational	4
 Results	Influence and Negotiate	Foundational	3
	Plan and Prioritise	Foundational	2
	Think and Solve Problems	Foundational	3
	Create and Innovate	Foundational	4
 Resources	Deliver Quality Results	Foundational	1
	Finance	Foundational	3
	Assets, Tools and Resources	Foundational	1
	Technology and Information	Foundational	2
	Procurement and Contracts	Foundational	4

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 <p>Personal Attributes Manage Self</p>	Foundational 	<ul style="list-style-type: none"> Contributes to the team by undertaking own role effectively Proactively seeks instruction and guidance Approaches work tasks with energy and enthusiasm Stays up to date with knowledge, training and accreditation in relevant skill areas Demonstrates a willingness to learn and apply new skills Accepts feedback and learns from mistakes and feedback given
 <p>Relationships Community and Customer Focus</p>	Foundational 	<ul style="list-style-type: none"> Shows awareness that he/she is working for the community Shows respect, courtesy and fairness when interacting with customers and community members Listens and asks questions to understand customers/community needs Informs customers of progress and checks their needs are being appropriately met
 <p>Results Deliver Quality Results</p>	Foundational 	<ul style="list-style-type: none"> Clarifies work required and timeframe available Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time, and to the required standard
 <p>Resources Assets, Tools & Resources</p>	Foundational 	<ul style="list-style-type: none"> Effectively uses a variety of work tools and resources to enhance work products and expand own skills set Takes care of work tools, equipment, accommodation and community assets appropriately, and understand their obligations to use and maintain work tools and equipment appropriately Reports faults or problems with work tools and equipment within appropriate timeframes

Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance/behaviour. Below are the skills required for progression at each step at and above:

Step 1 (Entry Level) Essential Criteria	<ul style="list-style-type: none">• Well-developed written and verbal communication skills.• Demonstrated ability to work independently and as part of a team.• Working ability to undertake general housekeeping, personal care and cooking duties.• Empathy with the elderly.• First Aid Certificate.• Class C driver's licence.
Step 2	<ul style="list-style-type: none">• Prerequisites from Step 1 plus:• Undertake Council's general induction and MSO induction satisfactorily• Demonstrated ability to safely use appropriate manual handling techniques and equipment.• Demonstrated understanding of risk management as it relates to clients e.g. minimising risk of falls, fire safety in the home, safe food handling.• Demonstrated ability to use appropriate infection control techniques.• Demonstrated ability to provide personal care, clinical care, and to understand common disease states.• Demonstrated ability to monitor basic requirements e.g. hydration and nutrition and monitor and report changes in client's needs, health or condition (cognitive or physical) to the coordinator.• Demonstrated ability to promote and encourage appropriate independence and reablement, provides respectful and dignified services.• Demonstrates Stream 1 Capabilities.
Step 3	<ul style="list-style-type: none">• Prerequisites from Steps 1 and 2 plus:• Demonstrated ability to consistently follow safe work practices e.g. hazard and infection control.• Demonstrated ability to coordinate own work schedule with that of others to achieve agreed outcomes.• Demonstrates Stream 1 and 2 Capabilities.
Step 4	<ul style="list-style-type: none">• Prerequisites from Steps 1, 2 and 3 plus:• Commencement of a Certificate III in Aged Care.• Demonstrates Stream 1, 2 and 3 Capabilities.
Step 5	<ul style="list-style-type: none">• Prerequisites from Steps 1, 2, 3 and 4 plus:• Highly advanced ability to work unsupervised, solve problems and offer solutions for problems.• Demonstrates Stream 1, 2, 3 and 4 Capabilities.

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

Declaration

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / _____

HR Signature _____ Date ____ / ____ / _____