

**POSITION DESCRIPTION**

<b>Position:</b>	<b>Respite Care Assistant</b>
<b>Award</b>	\$33,135 - \$41,106 (depending on experience) plus 9% superannuation CACT 2010 ECA
<b>Unit &amp; Location:</b>	'The Cottage' 117 Dennison Street, Deakin, and or 'Fraser House' 30a Kerrigan Street, Fraser
<b>Capability Map</b>	Program Personnel
<b>Reporting to:</b>	Respite Care Coordinator in first instance, and Cottage Operations Manager
<b>Position Objective:</b>	Responsible for assisting with social functions overnight and day respite programs for carers of people with Dementia and/or Disability in a home like environment.
<b>Key Duties:</b>	<p>The key duties of this position:</p> <p><u>Planning</u></p> <ul style="list-style-type: none"> <li>• As part of the Home from Home Respite Program participate in the development and implementation of the annual business plan, program plan and individual work plan.</li> <li>• Undertake appropriate administrative processes as directed.</li> </ul> <p><u>Program Delivery/Contract Performance</u></p> <ul style="list-style-type: none"> <li>• Under supervision, assist with the provision of day and overnight respite of social functions in the Home from Home Respite Program including implementation of individualised care plans, personal care, daily living skills, medication, activities for clients participating in the program and adhere to the contract specifications and individual work plan.</li> <li>• Ensure that accurate record keeping and quality assurance processes are undertaken including progress notes care plans and activity sheets</li> <li>• Contribute to achieving optimal success in program uptake and participation that aligns to organisational philosophy.</li> <li>• As part of the team, nurture and influence business relationships with internal and external stakeholders especially carers, clients, other service providers and health workers.</li> </ul> <p><u>Organisation Participation</u></p> <ul style="list-style-type: none"> <li>• Adhere to the policy and procedures manual particularly in the areas of OH&amp;S, manual handling, infection control and food services by all members of the organisation.</li> <li>• Advocate for a shared purpose for carers across the organisation and actively encourage and support a seamless service for carers.</li> <li>• Contribute and participate in evidence based best practice performance and continued improvement in the carer program</li> </ul>

	<p>stream.</p> <p><i>People Management</i></p> <ul style="list-style-type: none"> <li>Actively participate in H/R processes including performance reviews, staff processes, work plan and professional and personal development.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to embrace and participate in a positive organisational culture and stated organisational values.</li> <li>Reliable and flexible with 'can do' attitude to positively influence others and undertake program delivery.</li> <li>Exemplary professional drive and integrity.</li> </ul>
<b>Selection Criteria:</b>	<ol style="list-style-type: none"> <li>A willingness to learn and develop skills in the provision of Aged Care (Dementia) and Disability support.</li> <li>A developing understanding of Aged Care, Dementia and Disability.</li> <li>Good communication and interpersonal skills.</li> <li>Good organisational skills, with an ability to work under direction as a member of a team.</li> <li>A developing understanding of the issues and concern of Carers, an appreciation of their needs and a commitment to the philosophy and values of Carers ACT.</li> </ol> <p><b>Qualifications/Skills (Desirable)</b></p> <ol style="list-style-type: none"> <li>Working towards Certificate 3 in Aged Care, including Dementia or Disability.</li> <li>Current first aid certificate</li> <li>Current Drivers Licence</li> <li>Ability to carry out day to day household repairs and maintenance as may be required</li> </ol>