

## PRONIA POSITION DESCRIPTION

<b>Position Title</b>	Community Care Worker (Centre-based)
<b>Position Holder</b>	Vacant
<b>Award</b>	Social, Community, Home Care & Disability Services Industry Award 2010
<b>Salary</b>	Remuneration is in accordance with the above award and dependent on qualifications and experience.
<b>Salary Packaging</b>	Salary Packaging is offered with this position.
<b>Employment Status</b>	Part-time, Fixed-term, (until 30.06.26) (2 <sup>nd</sup> Tuesday of every month)
<b>Position reports to</b>	Community Support Program Coordinator
<b>Location</b>	Greek Community of Tasmania - 65 Federal Street, North Hobart, 7000 (may vary)
<b>Other</b>	<ul style="list-style-type: none"> <li>• COVID-19 vaccination highly recommended.</li> <li>• Fully influenza vaccinated and remain vaccinated annually for the duration of employment highly recommended</li> </ul>
<b>Date Revised</b>	June 2024

### Organisation Background

PRONIA, meaning “to provide” is an established community services agency with a rich 50-year history servicing the needs of the culturally and linguistically diverse backgrounds, including the Australian-Greek community. We advocate for the vulnerable and provide innovative services to meet current and emerging multicultural community needs.

PRONIA’s programs focus on providing direct services, including counselling, information provision, and crisis intervention, community education as well on the delivery of specialist services in aged care, disabilities, family and children’s programs. All services are delivered in a linguistically and culturally appropriate manner with a commitment to enhance individual’s capacity and build community capital.

#### Our Vision

An inclusive society where people from Greek and other backgrounds can be supported to live their best lives.

#### Our Statement of Purpose

To empower vulnerable members of the Australian - Greek Community to reach their full potential. This will be achieved predominantly by undertaking service provision and complimented by ancillary services, which support our clients including advocacy, policy development and research in an innovative, culturally and linguistically appropriate manner.

### Role Purpose

The position is primarily responsible for assisting people over the age of 65 years, with early stages of dementia, to improve quality of life during their time in the day programs. The day centre provides opportunities for connection with others within a culturally relevant framework to enhance physical, emotional, psychological and social wellbeing.

The position works alongside other services within the Dementia Support Program, the local Greek and broader community, service providers and PRONIA services.

The position is funded by the Federal Government as a 2 year project to improve the lives of people with dementia and their carers.

### Key Responsibilities

- In consultation with the PAG Team Leader, ensure the efficient running, management and administration of the centre.
- Assist elderly clients with personal care requirements, including, but not limited to feeding, toileting as required.
- Assist in setting-up and packing-up the Centre's activities.
- Assist with washing and cleaning duties.
- In consultation with the PAG Team Leader, organise relevant recreational, physical and educational activities for clients. As well as providing appropriate stimulation and support, within a person-centred care approach and as per client's care plan and activities calendar.
- Support the program with the serving of meals and keeping the client area in a hygienic and clean manner.
- Assist in organising client transport (if required).
- Monitor and report changes to client needs to the PAG Team Leader.
- Undertake training programs as required.
- Contribute to the creation of a safe, secure and stimulating environment.
- Follow health, safety and hygiene policies and procedures.
- Ensure the Centre facilities are clean and tidy during the hours of operation.
- Follow policies and procedures concerning client information, as well adhering to the confidentiality and private information pertaining to the program.
- Render first aid if required and assist clients in emergency situations.
- Transport clients home when required or requested.
- Perform any other duties as directed by your manager.

### Safeguarding our Employees

At PRONIA we recognise that family violence in a gendered issue which is evident across the life span, is a complex and serious community issue, embedded in all types of care relationships, regardless of age, gender, sexual orientation, culture, religious beliefs and socio economic status. Family Violence (and Elder Abuse)

have immediate and long-term impacts on the physical, psychological and social health and wellbeing of those affected which includes adults and children.

PRONIA takes supporting employees impacted by Family & Domestic Violence seriously, therefore:

1. We offer employees impacted by family & domestic violence, 10 days paid leave annually (non-cumulative)
2. We will ensure all details are kept confidential
3. If required we will develop and action workplace safety planning strategies
4. We will provide referrals to appropriate support services
5. We will provide specialised training for nominated persons
6. All employees impacted family & domestic violence will also have access to able to access flexible working arrangements, annual leave, personal leave, long service leave as necessary
7. All employees will be protected against discrimination as a result of disclosure, experience or perceived experience of DV.

By respecting the decisions of the service users and offering a range of options, PRONIA professionals have a vital role in ensuring the safety and wellbeing of health needs are met, inclusive of a patient's safety.

### **Safeguarding Children and Young People**

PRONIA takes child protection seriously, you are required to meet the behaviour standards outlined in our Code of Conduct. All employees receive a copy of the Code of Conduct as part of their induction.

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

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain a valid Working with Children Check (if applicable to role); and
- Undergo periodic 'national criminal history record' checks and report any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people

### **Mandatory Requirements (General)**

- Current Driver License.
- Access to insured and registered vehicle.
- Safety check on vehicles yearly, meeting safety checklist requirements.
- National Police Record Check
- Smartphone and email accessibility essential.

**Mandatory Requirements (Professional)**

- Current certificates in First Aid and CPR, or willingness to complete the course
- Certificate III in Individual Support or equivalent (or willingness to completed course)
- Well-developed English skills (written and oral)

**Knowledge and Skills**

- Demonstrated ability or understanding in working with seniors from culturally and linguistically diverse backgrounds
- Willingness to complete short courses to improve Dementia knowledge, prevention and support
- Prefer -Fluency in Greek language or understanding of Greek culture
- Experience in similar role

**Personal Qualities**

- Ability to work well in a team environment
- Undertakes finely detailed work in a precise and accurate manner.
- Instils mutual trust and confidence and behaves in a fair and ethical manner towards others, demonstrating a sense of corporate responsibility and a commitment to PRONIA.
- Takes responsibility for actions and proactively implements work plan and addresses issues.
- Uses available information and exercises good judgement to make sound, timely and well-informed decisions.

Signed for by the Employee as  
acceptance of the position description.

Name:

Signature:

Date: