



Community Care TASMANIA

POSITION DESCRIPTION

POSITION	SUPPORT WORKER - GARDENER
	<p>Within the guidelines of the organisation, the Support Worker will:</p> <ul style="list-style-type: none"> • provide a range of basic gardening and minor maintenance services for Community Care TASMANIA's clients in a manner that is culturally and linguistically appropriate • ensure that the services provided are appropriate and respond to the needs of the client • ensure that the client retains maximum possible control over the provision of services • report to the Case Manager/Coordinator any significant changes in a client's health, wellbeing or circumstances
CLASSIFICATION	Level 2 Home Care Employee
AWARD	Social, Community, Home Care and Disability Services Industry Award
LOCATION	Primarily in the client's home, but occasionally at other designated locations in the North West region
QUALIFICATIONS	Sound general knowledge of gardening, minor maintenance, good understanding of workplace health and safety requirements and ability to perform practical tasks as required.
SUPERVISOR	HR Manager
LEVEL OF RESPONSIBILITY	<p>The Support Worker is responsible to the Case Managers and Coordinators of Community Care TASMANIA for the:</p> <p>Provision of a high standard of care.</p> <p>The keeping of accurate records pertaining to the position e.g. worksheets, time sheets, log books and statistical data as required.</p>
TRAVEL	Travel will be required as rostered.
ADDITIONAL	<p>For employment condition particulars such as</p> <p>hours of work salary leave entitlements superannuation</p> <p>please refer to your Agreement of Employment</p>

Should you have any queries regarding the details in this position description please discuss these with the Chief Executive Officer

FUNCTIONS:

While providing practical assistance and promoting and maintaining the client's independence and quality of life, the Support Worker will:

- undertake gardening and minor maintenance duties agreed to be of importance to the client's wellbeing
- provide companionship while performing duties
- provide feedback about significant changes to the client's circumstances to the Case Manager/Coordinator
- document and record all required information
- employees in this level are called upon to use some originality in approach with solutions usually attributable to application of previously encountered procedures and practices
- ensure that all equipment used is in safe working order and report any equipment, which may result in an accident if used
- maintain effective communication with the client, their carers, the Case Manager/Coordinator and other relevant personnel
- participate in staff development activities

REQUIREMENTS OF THE POSITION:

- ability to work within the guidelines of Community Care TASMANIA Policy and Procedure Manual
- competency and experience in the provision of gardening and minor maintenance
- ability to be well motivated, act independently and work with minimum supervision
- awareness of and sensitivity towards the needs of Community Care TASMANIA clients
- ability to cooperate and communicate with other agency personnel to ensure effective coordination of client care
- oral communication skills and where appropriate written skills, with clients, members of the public and other employees
- current driver's licence and own registered vehicle (utility, all equipment and PPE will be provided)
- current National Police Check and commitment to maintain
- current Working with Vulnerable People registration and commitment to maintain
- current first aid certificate