

WAGIN HOMECARE OFFICE  
CNR TUDOR & TRAVISTOCK STREET  
P.O. BOX 200  
WAGIN W.A. 6315



TELEPHONE: (08) 9861 1874  
WEBSITE: [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au)  
EMAIL: [reception@wagin.wa.gov.au](mailto:reception@wagin.wa.gov.au)

## WAGIN HOMECARE SUPPORT WORKER PART-TIME POSITION

Wagin Homecare is seeking a highly motivated and conscientious person to fulfill an aged care support worker position. This person will be responsible to the Homecare Manager, undertaking duties in the delivery of aged care services.

The suitable person must have a current Police Clearance, Driver's license and access to a licenced vehicle. All applicants will need to be fully COVID and current (2024) Influenzas vaccinated. The successful applicant will have experience in a similar position or demonstrate a willingness to undertake on the job and external training and work as part of a team.

Core hours of work will be a total of 11 hours (spread over two days) per week. Remuneration will be based on a Level 5 position under the Municipal Employees (Western Australia) Award 2021, which includes a base hourly rate of \$30.56.

Applicants are required to submit their application and resume to the undersigned by no later than 4:00pm Friday 30<sup>th</sup> August 2024.

Applications can be emailed to [waginhomecare@wagin.wa.gov.au](mailto:waginhomecare@wagin.wa.gov.au) or posted to:

Shire of Wagin  
P.O. Box 200  
Wagin W.A. 6315.

For further enquiries and copies of the Position Description, please contact:

Robyn Flett  
Manager Wagin Homecare  
Phone: (08) 98611 874  
Email: [waginhomecare@wagin.wa.gov.au](mailto:waginhomecare@wagin.wa.gov.au).

Dr Kenneth Parker  
**CHIEF EXECUTIVE OFFICER**



## SHIRE OF WAGIN

### POSITION DESCRIPTION – SUPPORT WORKER

#### SECTION 1 – POSITION IDENTIFICATION

<b>POSITION TITLE</b>	<b>Support Worker</b>
<b>REPORTS TO</b>	<b>Homecare Manager</b>
<b>DATE</b>	<b>July 2024</b>
<b>AWARD &amp; CLASSIFICATION</b>	<b>Municipal Employees (Western Australia) Award 2021. Level 5</b>

#### SECTION 2 – POSITION OUTLINE

The Care Worker will provide direct care to Homecare participants of Wagin Homecare. Services are provided mostly in the participants own homes. Services provided are as stipulated in the participants care plan.

#### SECTION 3 – POSITIONS UNDER DIRECT SUPERVISION

Nil

#### SECTION 4 – DUTIES

##### **General:**

- Follow the care plan at all times and provide the support described in the care plan. Services include personal care, domestic assistance, shopping, meal preparation, social support (individual and group) and transport.
- Advise the Manager if care other than that described in the care plan appears necessary or is requested by the participant.
- Promote and foster the independence of the participant.
- Provide active companionship with participants in their own home.
- Report to the Manager any changes observed in the participants, the homes' safety, or other relevant aspects of the home environment.
- Promote safety by following organisational WHS requirements and guidelines.
- Communicate respectfully with all individuals including participants, representatives, staff and the community.
- Contribute to continuous improvement by involvement in staff meetings, planning days, and feedback mechanisms.
- Participate in education and training opportunities.
- Other duties as requested by the Homecare Manager.



## SECTION 5 - QUALIFICATIONS AND EXPERIENCE

### Essential:

- Police Clearance
- A strong commitment to working with older people or people with disability.
- Ability to work as part of a team and independently.
- A current driver's licence and own vehicle.
- Fully COVID and Influenza vaccinated – written proof required.

### Desirable:

- Certificate III in Aged Care Work or other relevant Certificate III (or willing to obtain).
- Experience in working with older people or those with disability.

## SECTION 6 – APPROVAL

- (i) The details contained in this document are an accurate statement of the duties and responsibilities of this position.

<b>SIGNATURE</b>	
<b>NAME</b>	<b>Robyn Flett</b>
<b>POSITION</b>	<b>Manager Wagin Homecare</b>
<b>DATE</b>	

- (ii) As the occupant of the position I have noted the statement of duties and responsibilities as detailed in this document and the Shire of Wagin Homecare Policies and Procedures.

<b>SIGNATURE</b>	
<b>NAME</b>	
<b>POSITION</b>	<b>Support Worker</b>
<b>DATE</b>	