



**FLEXI CARE INC.
P O BOX 2340
MANSFIELD DC 4122**

Quality Flexible Care Supporting Lifestyle Choices

POSITION DESCRIPTION

POSITION TITLE:	CARE PROVIDER
LOCATION:	FLEXI CARE INC 1/16 Dividend Street Mansfield Qld 4122
CLASSIFICATION:	FULL TIME or PART TIME – Levels 1-3 CASUAL - as negotiated
AWARD:	CERTIFIED AGREEMENT
LEVEL:	Levels 1 - 3

ROLE:

To assist clients and their carers/families by providing a range of support services (e.g. personal care, housekeeping, socialisation, transport, respite care) as determined by the Program Coordinators of the Community Options Project, Community Care Packages and Veterans Home Care.

PRIMARY RESPONSIBILITIES

1. To provide support to clients as outlined in Care Plans.
2. To liaise with Program Coordinators and Case Managers regarding rosters and duties.
3. To maintain accurate and appropriate records and documentation as required.
4. To participate in mandatory staff training and other training as stated in the Care Providers Certified Agreement.
5. To participate in client case conferences as appropriate.
6. To participate in Continuous Quality Improvement activities.
7. To work within the philosophy, mission and values of Flexi Care Inc. and comply with the principles, policies and procedures, specifically in relation to the Code of Conduct and Duty of Care for employees of Flexi Care Inc.
8. The Care Provider is accountable to the Program Coordinators and Case Managers and responsible to the Manager.

QUALIFICATIONS & EXPERIENCE

Level 1 – Desirable (but not essential) possession of a Certificate I or II in Aged Care or similar with less than 12 months experience;

Level 2 – Possession of a Certificate I or II in Aged Care and more than 12 months experience or Certificate III in Aged Care and less than 12 months experience;

Level 3 – Possession of Certificate III in Aged Care and more than 12 months or 1000 hours experience.

A suitable level of fitness is required to enable the performance of support activities to clients.

SKILLS, ABILITIES & ATTRIBUTES

- Demonstrated experience in community based support services to frail aged people and people with disabilities;
- Demonstrated effective communication skills and well developed interpersonal skills;
- A commitment to quality service provision and best practice principles;
- Well developed organisational skills;
- Ability to work independently and as a member of a multi-disciplinary team; and
- An ability to exercise tact, discretion, empathy and demonstrated integrity with respect to confidentiality and privacy

SPECIAL & MANDATORY REQUIREMENTS

- A willingness to work flexible hours
- An availability to work additional hours at times e.g. when short staffed
- To adhere to Health & Safety regulations
- Involvement in ongoing professional development
- Possession of a current Australian drivers licence is mandatory
- Access to a reliable motor vehicle which must have current registration and must be roadworthy at all times
- Possession of a current First Aid Certificate is mandatory or a commitment to achieve within a specified time frame
- A National Police check is mandatory

KEY SELECTION CRITERIA

- KSC 1** Demonstrated understanding and/or experience in working with frail aged people and people with a disability and their carers within community settings
- KSC 2** Demonstrated ability to understand personal limitations, to follow directions and care plans and to seek guidance when appropriate
- KSC 3** Demonstrated organisational skills and the ability to complete required documentation and tasks within given time frames
- KSC 4** Demonstrated effective communication and interpersonal skills
- KSC 5** Demonstrated ability to work independently and as a member of a team