

POSITION DESCRIPTION

Position Title:	Care Companion
Direct Supervisor:	Senior Support Worker
MAIN PURPOSE OF POSITION:	
The primary purpose of this role is to provide support to clients to maintain and/or improve their capacity to remain living independently in their home.	
Accountabilities	Standards of Performance
Work Health & Safety	<ul style="list-style-type: none"> ▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. ▪ Follow Infection Prevention and Control procedures and standards relevant to the role. ▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. ▪ Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> ▪ Acts with honesty, empathy and kindness towards co-workers and clients. ▪ Engages and works collaboratively with others through a shared purpose to achieve goals. ▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity. ▪ Takes responsibility on an individual level to strive for excellence; ▪ Accepts and responds constructively to feedback. ▪ Is aware of own strengths and limitations and seeks help from others as required; ▪ Adapts communication style and messages to suit different personalities and cultures.
Risk	<ul style="list-style-type: none"> ▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.
Quality	<ul style="list-style-type: none"> ▪ Actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions. ▪ Contribute effectively towards the organisation's quality accreditation processes.
Values	<ul style="list-style-type: none"> ▪ Adhere to all CapeCare policies and procedures. ▪ Own conduct and approach aligns with the CapeCare Way. ▪ Commits to the values of: <ul style="list-style-type: none"> ▪ <i>Compassion Respect Partnership Commitment</i> ▪ Challenges behaviour in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Current First Aid & CPR Certificate. 	
TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Current drivers' licence. ▪ Reliable motor vehicle. ▪ Ability to work efficiently and effectively without supervision. 	

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- Ability to manage time efficiently and plan, prioritise and carry out necessary work to meet required deadlines.
- Ability to work flexible working hours as negotiated.
- Ability to demonstrate responsible, diligent attitudes to his/her work.
- Excellent interpersonal skills and able to communicate effectively with elderly people.
- Ability to build strong relationships.
- The ability to maintain confidentiality.

RELEVANT EXPERIENCE: (Detail the required level for recruitment)

- Life skills that would be of benefit to our elderly clients
- Experience in a similar role (would be beneficial)
- Experience in Aged Care (would be beneficial)

KEY ACCOUNTABILITIES OF THE ROLE: (Detail the specific tasks and responsibilities for the role)

Client Care

- Undertake assigned duties as specified by the Home Care Team at all times.
- Assist clients with social support, in home respite, out of home respite and or 1:1 time spent.
- Assist clients with cleaning, food preparation, laundry and other domestic duties.
- Carry out care (within scope) according to the individual care plan as recorded in individual case notes.
- Practice within skill and knowledge base.
- Encourage clients to socialise and expand daily interests, and to make as many decisions as possible on their own.
- Assist clients with shopping, appointments and transport.
- Assist clients to event that they have planned and low them to participate in the community with assistance.
- Use standard precautions in the performance of all work to prevent transmission of infection.

Communication

- Maintain regular contact with the Home Care Team to give and receive relevant information.
- Complete work in accordance with the specific support plan that has been individually created for the client and in consultation with Home Care Team.
- Follow the emergency care plan if a client is not at a service or there is an incident mid service – see attachment

Clerical

- Keep accurate and legible records of care provided and clients' response to care.
- Maintain accurate fee records and receipts of monies collected.
- Use care system to enter all additional KM's needed in each service

Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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