



Support Workers (Aged & Disability)

October 2024

Celebrating our diversity



ADVERTISEMENT	3
SHIRE OF MANJIMUP INFORMATION	5
WORKING AT THE SHIRE	6
HOW TO APPLY	7
POSITION DESCRIPTION.....	9
SELECTION CRITERIA.....	12

Support Workers (Aged & Disability) – F240196

\$33.60 - \$38.03 per hour (inclusive of casual loading)

The Position

Manjimup Home and Community Care is currently seeking applications from people interested in or working in the Aged and Disability Sector. Join our friendly team to support individuals in maintaining their independence in a community setting.

The roles responsibilities include:

- Providing domestic assistance (such as cleaning kitchens, bathrooms and other household areas).
- Activities relating to personal hygiene and grooming, meal preparation, and minor maintenance tasks.
- Assisting individuals to regain skills in everyday activities and/or retain existing skills to their optimal level.
- Transporting individuals to local and out of town medical appointments.
- Activities of interest in the home and community (companionship and socialization), including accessing agencies and services related to aged/disabled care.
- Respite support in consumers' home.
- Provision of regular reports to the line manager and maintaining active communication regarding changes to individual's condition, circumstances and service delivery.
- Ensuring individual records are legible and all appropriate information is documented and filed in a systematic way.
- Ensuring consumer confidentiality is maintained at all times.
- Opportunity for respite support shifts in the Manjimup Wellness and Respite Community Centre (may include overnight respite).

The Person

The ideal applicant will have the following skills and experience:

- Certificate III in Individual Support (Disability, Aged Care, Home and Community Care or Community Services) qualification, or commitment to working towards.
- Demonstrated ability to effectively verbally and written communicate skills.
- Demonstrated ability to prioritise work, display time management skills.
- Demonstrated ability to work with and provide assistance to individuals from a diverse range of social, financial and cultural backgrounds.
- Physical fitness to endure prolonged standing and walking activities and ability to push a wheelchair.
- Roadworthy, fully insured vehicle suitable for carrying individuals with limited/restricted mobility as well and their assistive equipment.
- Current Certificate in Apply First Aid.
- Commitment to relevant training.

Note: Employees are required to be COVID-19 vaccinated (minimum 3 doses) as per Management Policy 'Management of COVID-19 for Manjimup Home and Community Care (MHCC) Aged and Disability Services'.

The Benefits

The Shire provides the following benefits:

- Immediate start available.
- Additional superannuation matching up to 5.5%.
- Free Manjimup Regional AquaCentre membership.
- Great opportunity providing challenging and varied scope of works.
- Idyllic location, tall timbers of the Southern Forests, to coastal settlements of the south, and providing an excellent work life balance.

To Apply

Jump on to www.manjimup.wa.gov.au for information on the role, position description and how to apply. You can also find information on the Shire of Manjimup and the benefits of the local community. For further information, including the position description, please contact Human Resources, by phone (08) 9771 7751 or email hr@manjimup.wa.gov.au

Closing Date: 5.00pm 15 November 2024

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

Shire of Manjimup Information

The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang.

The Shire of Manjimup, with an area of 7,028 square kilometres, is the largest shire in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,000 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

Within the Shire there are the four main townships of Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements of Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.

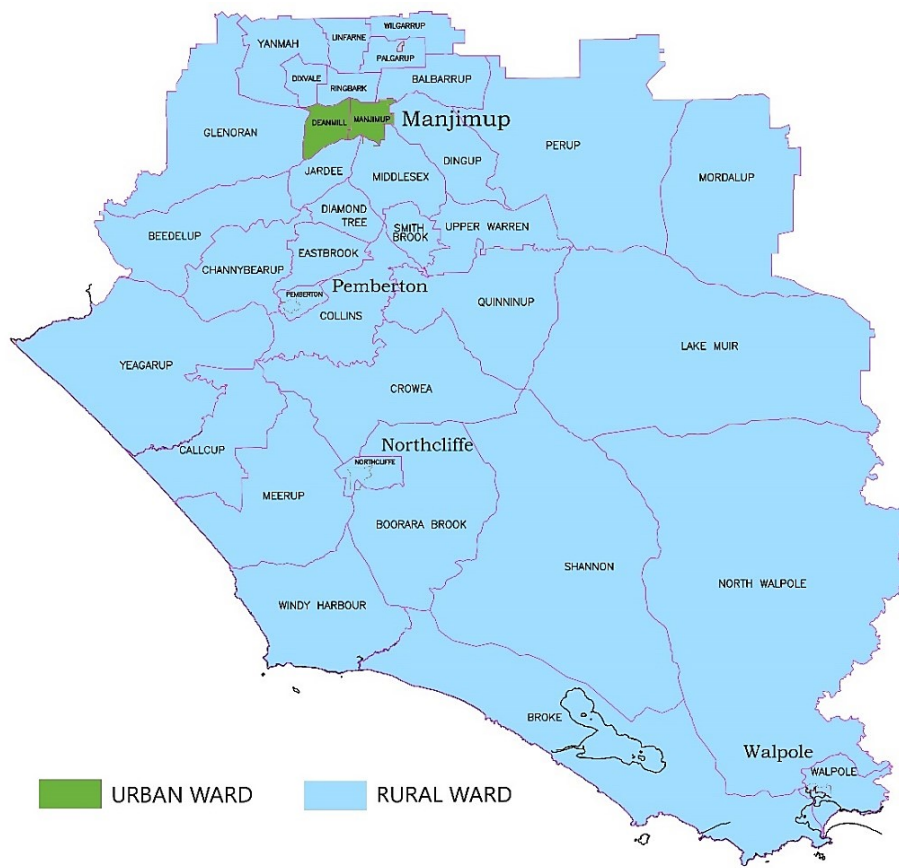


Image: The electoral Ward boundaries, towns and localities of the Shire of Manjimup.

Manjimup possesses areas of ecological, historical, agricultural, commercial and industrial interest. Within a short drive of the town, you can visit the King Jarrah, the Diamond Tree Lookout Tower and the Four Aces. Water attractions include historic Fonty's Pool, the Donnelly River and Glenoran Pool.

Watch this video tour of all our region has to offer:

www.facebook.com/shireofmanjimup/videos/1807679652632922

Our Community Vision

- We are a thriving region offering an excellent quality of life that is safe, liveable and welcoming.
- We value and care for our natural environment, which sustains both economic and recreational pursuits.
- Our industries are recognised for their resilience, quality and innovation and for their contribution to the state of Western Australia.
- Our economic diversity provides business and employment opportunities for all.

Our Mission

- The Shire of Manjimup is a professional, effective and helpful organisation with a genuine commitment to facilitating good governance and achieving the community's vision.
- We provide services and facilities, as well as manage legislation and develop policy, and we play a lead role in our Shire being an enjoyable and enviable place to live, work and visit.
- We care about our community – its wellbeing, its prosperity and its sustainable future.

Working at the Shire

The Shire of Manjimup employs over 180 employees throughout the region. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

Working for the Shire also comes with some added benefits. Some of the benefits available to employees may include:

<p>A comprehensive healthy lifestyle and wellbeing program</p> <ul style="list-style-type: none">• HIF and HBF private health discounts• Influenza vaccinations• Health seminars and exercise sessions• Executive health assessments• Employee assistance program <p>Financial Reward</p> <ul style="list-style-type: none">• Superannuation up to 16.5%• Relocation expenses	<p>Professional and Personal Development</p> <ul style="list-style-type: none">• Training and development• Study assistance• Study leave <p>Flexible Working Arrangements</p> <ul style="list-style-type: none">• Flexible working hours• Rostered day off• Hour bank
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Note: The benefits listed above are not available to all employees (i.e. dependent on position and requirements of the job). They are also subject to change. Please contact Human Resources on (08) 9771 7777 for more information.

Organisational Values

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

Professionalism	We provide competent and effective services and encourage innovation and excellence in our people.
Courtesy	We are polite, approachable and helpful in our dealings with all people.
Integrity	We are honest and trustworthy and make fair and transparent decisions.
Reliability	We deliver services in an efficient and consistent way and honour our commitments.
Proactivity	We actively identify solutions to community issues by being consultative, open-minded, and showing bold leadership.

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview.

For your application to be considered it **must** include:

1. Cover letter
2. Resume / Curriculum Vitae
3. Selection Criteria Statement
4. References
5. Supporting Documents

A cover letter

- A short statement highlighting relevant experience and expertise that relates to the position.

Your Resume (Curriculum Vitae)

- Contact Details - Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, details of the duties, performance and achievements.
- Any activities undertaken outside of work, which you consider are relevant to the position.

A Selection Criteria Statement

- This is the most important part of your application and must be provided as a separate document.
- Make sure that each selection criteria are addressed separately and that the information you provide is clear, concise and relevant, so that the selection panel members can readily assess your suitability for the position.

- It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary skills, knowledge, experience and qualifications to successfully carry out the duties.
- Only applicants who best demonstrate they meet the competency requirements of the position will be interviewed.
- The selection criteria for this position can be found on the last page of this pack.

Referees

- The names and contact details (email and telephone number) of two referees who can preferably comment on work experience that is relevant to this position.

Supporting Documents

- Please provide **Only copies** of supporting documents with your application.

Applications

Applications should be sent, marked “Private & Confidential - CEO Manjimup” to:

info@manjimup.wa.gov.au

OR

Benjamin (Ben) Rose – Chief Executive Officer
 Shire of Manjimup
 PO Box 1
 MANJIMUP WA 6258

In fairness to all applicants, late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify an applicant.

Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker’s Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check
- Compliance with any State Government Directions for COVID-19

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities. The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment. The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Support Worker (Aged and Disability)

Directorate	Community Services
Department	Manjimup Home and Community Care
Reports to	Manager Home and Community Care
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 1
Primary Location	Shire of Manjimup Wellness and Respite Community Centre

Position Benefits

Vehicle	No	Mobile	No
Laptop	No	Relocation expenses	No

Position Objectives

- Actively work with eligible consumers living independently in the community to build on their strengths and achieve their goals through the provision of support from Commonwealth Home Support Packages (CHSP), National Disability Insurance Agency (NDIA), Commonwealth Home Care Packages (HCP) and other packages of care.
- Undertake duties in accordance with the philosophy and policies and procedures of Shire of Manjimup Home and Community Care supporting individuals with a range of activities of daily living as identified in the consumer support plan.

Key Duties and Responsibilities

- Activities relating to personal hygiene and grooming.
- General household, cleaning, meal preparation and maintenance tasks.
- Activities of interest in the home and local community.
- Assist individuals to regain skills in everyday activities and or retain existing skills to their optimal level.
- Transporting individuals to local and out of town medical appointments (if holding an F Endorsement).
- Providing active companionship and socialisation with individuals in their own home and environment. This may include assistance with accessing agencies or services related to aged / disabled care.
- Ensure that individual records are legible and all appropriate information is documented and filed in a systematic way.
- Provides regular reports to the line manager and maintains active communication regarding changes to individual's condition, circumstances and service delivery.
- Ensure that consumer confidentiality is maintained at all times.
- Respect the values, customs, preferences and spiritual beliefs of individuals and their families/carers.
- Actively participate in training and development as directed by the manager.

- Centre Based Day Care duties as detailed in the attached Addendum (General CBDC duties).
- Participate in Shire of Manjimup Home and Community Care commitment to processes of continuous improvement activities.
- Other duties as directed by the manager.

Skills, Knowledge, Experience and Qualifications

Skills

- The ability to gain the trust of consumers and their families and to build good relationships with vulnerable people.
- A non-judgmental attitude regardless of the individual's needs or situation.
- An interest in people and a commitment to helping others.
- Good written and verbal communication and interpersonal skills.
- Ability to communicate clearly and sensitively with vulnerable people and their families.
- Proven ability to work independently and as part of a team.
- Good problem solving abilities.
- Time management skills and the ability to meet the needs of several consumers at one time.
- Sound smart phone, computer/ internet skills.
- Basic monitory skills.

Knowledge

- Knowledge of Aged Care and Disability services.
- Knowledge of National Disability Standards.
- Knowledge of Community Care Common Standards.
- Knowledge of the local geographical area.

Experience

- Empathy and understanding of older people and people with disabilities, and their family members/carers.
- Demonstrated ability to communicate effectively with older people and people with disability, their families /carers and other employees.
- Ability to work with individuals from a diverse range of social, financial and cultural backgrounds.
- Ability to provide household assistance and assist individuals with personal hygiene and grooming.
- Ability to complete written notes and forms clearly and accurately.
- Ability and willingness to undertake a wide range of tasks including administration and reporting.
- Commitment to relevant training.
- Ability to cope with change in work demands.
- Demonstrated ability to prioritise work and display time management skills.
- Previous experience in a Community Care environment (desirable).
- Experience in supporting older people or people with a disability living in their own homes (desirable).

Qualifications

- Current "C" class drivers licence (with PTD authorisation desirable).
- National Police Clearance.
- Roadworthy, fully insured vehicle suitable for carrying individuals with limited or restricted mobility and a variety of assistive equipment.

- Certificate III in Individual Support (Disability, Aged Care, Home and Community Care or Community Services) qualifications, or working towards.
- Current Working with Children.
- Current NDIS Check
- Current Certificate in Apply First Aid (desirable).

Physical and Environmental Demands

- Centre and a wide range of community-based settings.
- Sitting, walking, standing, bending and manual handling.
- Driving is an essential requirement.
- Use of a mobile device is essential.
- Deals with confidential information.
- Use of personal equipment belonging to consumers.

Extent of Authority

- Operates under general direction of the Manager Home and Community Care or delegate within established guidelines, procedures and policies of Council.

Responsibilities Common to All Employees

Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including;
 - Meeting targets
 - Following procedures
 - Working with standards
 - Providing required level and quality of service
 - Maintaining records
 - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Occupational Safety and Health

- Fulfil requirements of Council's Occupational Safety and Health policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.

- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

Selection Criteria

Essential

1. Certificate III in Individual Support (Disability, Aged Care, Home and Community Care or Community Services) qualification, or commitment to working towards.
2. Demonstrated ability to communicate effectively verbally and written.
3. Demonstrated ability to work with and provide assistance to individuals from a diverse range of social, financial and cultural backgrounds.
4. Demonstrated ability to prioritise work and display time management skills.
5. Demonstrated physical fitness to endure prolonged standing and walking activities and the ability to push a wheelchair.
6. Commitment to relevant training.
7. Roadworthy, fully insured vehicle suitable for carrying individuals with limited or restricted mobility and a variety of assistive equipment.

Desirable

8. C Class drivers licence (with PTD authorisation).
9. Previous experience in a Community Care environment.
10. Experience in supporting older people or people with a disability living in their own homes.
11. Apply First Aid.