



Moyne Shire Council

# Community Care Worker



## Re: Community Care Worker

Thank you for your interest in applying for the casual position of Community Care Worker with the Moyne Shire Council.

This Information Pack has been created to give you the information you need about this position and the application process, including:

- [The Application Process](#)
- [The Selection Process](#)
- [About Moyne Shire Council](#)
- [Employment Details](#)
- [Relevant Physical Requirements](#)
- [Position Description](#)
- [Key Selection Criteria](#)

For general details of the Council, please refer to the following web site: [www.moyne.vic.gov.au](http://www.moyne.vic.gov.au)

Please be advised all applicants for this role will be required to undergo a pre-employment medical and police check prior to any offers of employment being made. All associated costs will be covered by Council.

All applicants must hold a current 'Employee' level 'Working with Children Check' or be willing to obtain a check at their own expense.

For further information about the position or duties involved, please contact Agatha Ganda, Coordinator Community Care on (03) 5568 0585 or via email on [agatha.ganda@moyne.vic.gov.au](mailto:agatha.ganda@moyne.vic.gov.au)

We look forward to receiving your application.

Amy Hilton  
**People and Culture Coordinator**  
Moyne Shire Council

## THE APPLICATION PROCESS

Moyne Shire Council is proud to be an Equal Opportunity Employer. Our recruitment processes are conducted in a fair and equitable manner to ensure that all decisions are merit-based and comply with equal opportunity and workplace-related legislation.

We aim to ensure all recruitment processes result in the best people joining the Moyne Shire team, so that we continue to deliver high quality services to our communities.

## PREPARING YOUR APPLICATION

Your application is your introduction to those who will form the selection panel, and the information you provide will be the basis on which the panel will assess your suitability for the position.

To ensure the panel can accurately assess your suitability when shortlisting applicants, it is important to include the following:

### 1. Cover Letter

Cover letters are a great way to introduce yourself and show how you will be a good fit for both the advertised position and for Moyne Shire. You can do this by keeping your letter relevant to the position and focus on the requirements for the role.

### 2. Current Resume

A current resume detailing your employment history, educational history and qualifications, skills and experience must be provided. Please ensure your resume includes your up-to-date contact details, including a telephone number, so you may be contacted if required.

### 3. Current Referees

The names, position titles and contact telephone numbers of at least three professional (work-related) referees must be provided. These should include a direct supervisor and/or a current employer.

The Council is pleased to accept all applications for positions and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading. *Please staple together all information; do not enclose your application in a folder.*

## SUBMITTING YOUR APPLICATION

All applications are treated with the strictest confidentiality and are to be addressed as follows:

**Agatha Ganda**

Via email on [agatha.ganda@moyne.vic.gov.au](mailto:agatha.ganda@moyne.vic.gov.au)  
(03) 5568 0585

All applicants will be contacted by the Agatha Ganda to confirm receipt of their application. This notification will be via email, or via post when no email address is received for the applicant. **If you do not receive confirmation that your application has been received**, please check your “Junk” email folder prior to contacting Agatha Ganda.

## THE SELECTION PROCESS

Moyne has a robust selection process to ensure all decision are based on merit, and are not influenced by personal bias or conflicts of interest.

## PRE-EMPLOYMENT CHECKS

Following interviews being conducted, the panel will decide upon a recommended applicant who will be invited to undertake all relevant pre-employment checks for this position.

The checks required will vary dependent on the role to be offered, but may include:

- At least two reference checks;
- A Police check;
- A pre-employment medical;
- Confirmation the employee holds all relevant qualifications and licences for the position including:
  - Drivers Licence
  - Formal qualification/s
  - ‘Employee’ level Working with Children Check or VIT registration
  - First Aid and CPR certificate

All documentation needed to complete the required checks will be forwarded to the employee for completion once they have been determined to be the preferred applicant and is to be returned to [agatha.ganda@moyne.vic.gov.au](mailto:agatha.ganda@moyne.vic.gov.au)

## OFFER OF EMPLOYMENT

An offer of employment will be formally made once a preferred applicant has returned and satisfactorily passed all required pre-employment checks.

Once verbally accepted, a formal letter of offer pack comprising the letter of offer, position description and relevant HR forms (contact details, tax file number, etc.) will be forwarded to the applicant via email.

All interviewed applicants unsuccessful in obtaining the position will be notified of the outcome of the position via phone call at this stage.

## ABOUT US

From the rolling green pastures that support the dairy industry to the stunning coastline beaten by waves for thousands of years, Moyne Shire is a diverse and exciting region.

Located at the western end of Victoria's Great Ocean Road, Moyne Shire Council spans over 5,500sqkm and is currently home to over 16,000 residents. The Shire encompasses a number of beautiful and historic townships and villages, including Koroit, Mortlake, Port Fairy, Peterborough, Killarney, Yambuk, Hawkesdale and Macarthur.



Moyne Shire Council is a major employer within the region with more than 300 people employed in a range of areas including road works, elderly home care, community development, tourism and events, customer service, planning, finance, and children's services.

Moyne Shire offers a range of exciting career and development opportunities coupled with a great work environment. With a number of flexible working conditions and attractive remuneration options on offer Moyne Shire is not only a great place to live, it is a great place to work!

## OUR VISION

Moyne Shire will be a vibrant, liveable, and prosperous community. People are diverse, resilient and feel happy and safe.

## OUR PURPOSE

To work responsibly with the community to provide opportunities, respond to issues, look after assets, encourage investment and empower communities to help themselves.

## OUR VALUES

- Engagement
- Fairness
- Responsible
- Aspirational
- Empowerment
- Supportiveness
- Respectful
- Accountable

## OUR BENEFITS

We here at Moyne Shire Council value our employees, and are committed to supporting and rewarding our staff by offering an array of benefits and programs including:

<ul style="list-style-type: none"><li>• Flexible working arrangements</li></ul>	<ul style="list-style-type: none"><li>• Ongoing professional development opportunities</li></ul>	<ul style="list-style-type: none"><li>• Generous paid Parental Leave entitlements</li></ul>
<ul style="list-style-type: none"><li>• Paid Family Care Leave in addition to carers leave</li></ul>	<ul style="list-style-type: none"><li>• Ability to purchase additional leave</li></ul>	<ul style="list-style-type: none"><li>• Access to the Moyne Shire Employee Apple Store and corporate rates</li></ul>
<ul style="list-style-type: none"><li>• Required uniform items and PPE supplied</li></ul>	<ul style="list-style-type: none"><li>• Paid leave for blood donations and performing community services</li></ul>	<ul style="list-style-type: none"><li>• Confidential Employee Assistance Program</li></ul>
<ul style="list-style-type: none"><li>• Study support by way of leave and tuition contributions</li></ul>	<ul style="list-style-type: none"><li>• Access to the Local Government Employees Health Plan</li></ul>	<ul style="list-style-type: none"><li>• Relocation assistance to Moyne Shire and Warrnambool City areas</li></ul>
<ul style="list-style-type: none"><li>• Health and Wellbeing Program</li></ul>	<ul style="list-style-type: none"><li>• Social calendar</li></ul>	<ul style="list-style-type: none"><li>• Contributions towards voluntary uniform purchases</li></ul>

**EMPLOYMENT DETAILS**  
**Community Care Worker**

<b>STATUS:</b>	Casual
<b>LOCATION:</b>	Shire wide
<b>AWARD:</b>	Victoria Local Authorities Award 2001 and the Moyne Shire Enterprise Agreement
<b>CLASSIFICATION:</b>	Band 1A
<b>SALARY:</b>	\$36.80 per hour
<b>PAYMENT DETAILS:</b>	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
<b>SUPERANNUATION:</b>	Council will make contributions in accordance with legislative requirements to the applicant's chosen compliant superannuation fund. Council's default superannuation fund is the Local Authorities Superannuation Fund (also known as Vision Super).
<b>HOURS:</b>	This position will operate on an as-needed basis.
<b>PROFESSIONAL DEVELOPMENT:</b>	The Council recognises the importance of the employee maintaining an adequate level of skill and will allow for appropriate training opportunities including hosting in-house training sessions, entitlements to attend external training courses and conferences, and contributions of money and leave to support employees undertaking study in a field relevant to their position.
<b>PROBATIONARY PERIOD:</b>	This position is subject to an initial 6-month probationary period.
<b>PHYSICAL REQUIREMENTS:</b>	Relevant physical requirements as outlined.
<b>WWCC:</b>	It is a condition of employment that staff members must maintain a current Working with Children Check at "Employee" level (valid for 5 years). It is the responsibility of potential staff members to cover all costs associated with the Working with Children Check.

**PHYSICAL REQUIREMENTS**  
**Community Care Worker**

Activity	Nil	Light	Average	Constantly
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Lifting (>15kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PHYSICAL REQUIREMENTS – SELF ASSESSMENT**  
**Community Care Worker**

Listed below are a range of duties associated with Personal and Home Care. This is to help you have a better understanding of the type of work you will be required to perform.

**HOUSEHOLD CLEANING**

**1. Sweeping**

- Able to sweep/mop indoor floors and outdoor front and back areas for 5-10 minutes of each client visit.
- Able to vacuum floors for 10 minute intervals
- Able to move light furniture and use dust pan and brush, use vacuum cleaners
- Posture required twisting, pulling, pushing, bending, lifting, kneeling, squatting and carrying of equipment

**2. Bed making/Changing Linen**

- Able to pull, lift and tuck in sheets, blankets, doonas, bedspreads and pillows and position incontinence aids
- Postures required for task include reaching, twisting, pulling, pushing, bending, lifting, kneeling and squatting

**3. Washing Clothes**

- Able to operate front or top loading machine requiring bending, squatting, kneeling, pushing, twisting, lifting postures and carrying of clothes
- Able to wash by using both hands to rub, wring, shake and squeeze clothes

**4. Pegging Clothes**

- Able to carry items to/from clothesline weighing up to 15kg
- Able to reach clothesline of 1.60 to 2.00 metres high and manipulate clothes and pegs on line

**5. Shopping/Banking or other errands as appropriate**

- Able to drive or walk to shops/bank with or without client
- Able to push shopping trolley, lift up to 5kg shopping bag and manage 4-5 bags
- Able to assist client in/out of car including aids such as wheelchair



## **6. Ironing/Folding**

- Able to stand/sit for up to 30 minutes whilst ironing
- Able to lift, carry, reach, bend and forward bend at neck whilst ironing and setting up board

## **7. Cleaning/Tidying Kitchen**

- Able to wash/dry dishes using forward reaching and twisting postures
- Able to clean kitchen sink, benches, tables, cupboard doors and splash back area using bending, reaching, squatting postures for 10-20 minutes per client visit

## **8. Cleaning/Tidying Bathroom**

- Able to use cloth, and mop for wiping and drying bathroom area after use
- Able to lift, kneel, squat, bend and reach

# **PHYSICAL REQUIREMENTS – PERSONAL CARERS**

*Each client will vary and a selection of the tasks will be required.*

## **1. Assisting with Toileting**

- Able to assist client to toilet, transfer on/off toilet, and attend to sanitary and personal care needs
- Able to squat, kneel, lift, bend forwards and sideways and apply static force to complete task

## **2. Assisting with Bathing and Showering**

- Able to transfer client (using appropriate aids) into shower/bath, assist with washing, drying, assist with undressing/dressing, apply powders, creams etc. and change continence aids and equipment
- Able to provide full assistance for the above tasks for up to 1 hour per client visit
- Able to kneel, pull, push, reach, lift, carry, static hold, static forward bend and have good sensory/temperature awareness

## **3. Assisting with Dressing and Undressing**

- Able to assist client to dress and undress in bed, in a chair or on toilet. This may take up to 30 minutes per client visit
- Able to manipulate/handle clothing e.g. Buttons
- Able to kneel, squat, reach, lift, hold, push and pull to complete task

## **4. Assisting with Shaving, Tooth Care, Hair Care and Nail Care**

- Able to collect equipment and fully assist with electric and manual shavers, and other hair and nail care. This may take up to 30 minutes per client visit
- Able to manipulate fine objects, kneel and forward bend for prolonged periods

## **5. Assisting with Transfers and Mobility**

- Able to perform various types of transfers including hoist transfers (fitting or sling/harness as required), physical transfers (minimal to full assistance and other transfers – e.g. using Mayfield Belt)
- Able to perform up to 6 transfers per client visit
- Able to apply sustained force up to 10kg
- Able to assist in walking client and/or fitting and assisting with mobility aids
- Able to assist client up/down stairs with/without mobility aids
- Able to push, pull, static hold, bend, reach, lift and squat whilst performing task

## **6. Fit Appliances and use Mobility and Transfer Aids**

- Able to apply and use mobility and transfer aids e.g. Calipers, hoists, wheelchairs after instructions
- Able to reach, bend, push, pull, kneel, squat and static hold

## **7. Monitor Medication Compliance, Prompt Client to take prescribed Medication**

- Have knowledge of client's medication regime and medication aids and able to monitor medication taken, if appropriate

## **8. Assist in Prescribed Exercise Program**

- Able to assist client with exercises, apply force, reach, pull, push, bend and statically hold (only after individual instruction and personal supervision)

## **9. Empty and Change Urinary or Colostomy Bag as Instructed**

- Able to bend, reach, kneel and/or squat to remove, empty, dispose and refit bags. (Only, after individual instruction and personal supervision)

## **10. Assistance/Supervision with Eating/Drinking**

(Except where nasogastric/gastrostomy feeds are sole source of nutrition)

- Able to seat client appropriately and position/assist with feeding and drinking
- Able to use appropriate feeding/drinking aids
- Able to maintain sustained forward bending, reaching and perform task in sitting or standing positions

## **11. Preparation of Special Diets, including Invalid Cooking**

- Able to collect foodstuffs and equipment, prepare food, cook and clean up
- Able to shop for ingredients if required

## **12. Escort Duties**

- Able to assist with mobility to/from forms of transport, assist/supervise with transfers in/out of car/taxi/bus, assist with mobility and attending to needs for appointment, social activities etc.

## **13. Respite Duties**

- Able to provide a range of services including, companionship, enhancing social wellbeing and providing a safe and stimulating environment for a range of ages
- Able to perform activities such as playing with children, socialization in or out of the house, outings to playground etc.
- Able to perform other duties as required such as ironing and general cleaning

**POSITION DESCRIPTION**  
**Community Care Worker**

<b>POSITION:</b>	Community Care Worker
<b>NAME:</b>	<b>Vacant</b>
<b>DIRECTORATE:</b>	Community & Corporate Services
<b>UNIT:</b>	Community Care
<b>AWARD:</b>	Victorian Local Authorities Award 2001 and Moyne Shire Enterprise Agreement
<b>CLASSIFICATION:</b>	Band 1
<b>DATE APPROVED:</b>	July 2022
<b>APPROVED BY:</b>	Chief Executive Officer

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## 1. POSITION OBJECTIVE

To support frail aged people, people with a disability, and their carers to facilitate continued living in their own home.

## 2. KEY POSITION RESPONSIBILITIES AND DUTIES

- Perform general household duties and other tasks necessary to maintain clients in their own home.
- Assistance with shopping, transport and other tasks where directed by the Service Provision Officer.
- Perform tasks necessary to maintain the emotional health, well-being and morale of the client.
- Comply with provision of Occupational Health and Safety by taking all reasonable care to ensure all health and safety for the client and self.
- Be aware and report marked changes in client's health and living habits.

## 3. ORGANISATIONAL RELATIONSHIPS

**Reports to:** Service Provision Officer (location to be confirmed)

**Supervises:** Nil

**Internal Liaisons:** Payroll Staff

**External Liaisons:** Other Members of the Community Care Team  
Community

#### 4. ORGANISATIONAL RESPONSIBILITIES

Responsibility	Demonstrated By
<b>a) Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide timely and professional service to internal and external customers in accordance with Council's Customer Service Charter, including:-               <ul style="list-style-type: none"> <li>○ Providing informed and professional guidance and advice</li> <li>○ Listening to and understanding customer needs</li> <li>○ Ensuring the public image and reputation of Council as a service provider is maintained in the highest integrity.</li> <li>○ Ensuring accurate and complete provision of information</li> <li>○ Displaying a "can do" attitude.</li> </ul> </li> </ul>
<b>b) Work Environment</b>	<ul style="list-style-type: none"> <li>• Adherence to Council policies and procedures at all times.</li> <li>• <b>Asset Management</b> <ul style="list-style-type: none"> <li>- Be aware of and apply the principles of Asset Management</li> <li>- Have an understanding of how the tasks within this PD can improve the Council's long-term asset management.</li> <li>- Be proactive in reporting Asset Management issues or circumstances that will assist the organisation</li> </ul> </li> <li>• <b>Occupational Health and Safety (OHS).</b> <ul style="list-style-type: none"> <li>- Comply with OHS policies, procedures and requirements.</li> <li>- Work safely and not place the health and safety of other workers, or the public at risk.</li> <li>- Actively contribute to the hazard identification process.</li> <li>- Encourage other employees and contractors to consider safety factors within the working environment.</li> </ul> </li> <li>• <b>Multi-Skilling</b> <ul style="list-style-type: none"> <li>- Adhere to Part B of the Enterprise Agreement, where an employee may be directed by the employer to carry out such duties that are within the limits of the employee's skill.</li> </ul> </li> <li>• <b>Emergency Response</b> <ul style="list-style-type: none"> <li>- Supporting Council's response in time of Emergencies, including contributing to Council's relief and recovery efforts as required.</li> </ul> </li> </ul>
<b>c) Diversity</b>	<ul style="list-style-type: none"> <li>• Support and promote environments and services free from discrimination, harassment, bullying, violence and victimisation.</li> <li>• Take actions and display behaviours that promote inclusion, accessibility, and celebrate diversity.</li> </ul>
<b>d) Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Continually monitor and review practices to identify opportunities to improve:               <ul style="list-style-type: none"> <li>- Efficiency, effectiveness and elimination of waste,</li> <li>- Quality of service provision,</li> <li>- The customer focus of the organisation,</li> <li>- The competitiveness of the organisation,</li> <li>- The job satisfaction and career opportunities for employees,</li> <li>- The involvement of employees in the decision making processes of the organisation</li> </ul> </li> </ul>
<b>e) Child Safety</b>	<ul style="list-style-type: none"> <li>• Interact with children in an age-appropriate manner at all times, modelling appropriate and positive behaviour</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Promote the safety, welfare and wellbeing of children</li><li>• Report all disclosed, observed or suspected instances of child abuse and/or neglect.</li></ul> |
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## **5. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- To work with indirect supervision according to guidelines established by the Service Provision Officer and Community Care Coordinator.

## **6. JUDGMENT AND DECISION MAKING**

- Uses training and experience to assist clients with their individual needs.
- To resolve minor problems with clients.

## **7. SPECIALIST SKILLS AND KNOWLEDGE**

- Knowledge and understanding of the needs of all frail aged people and people with a disability.
- Needs of families in crises.
- Understanding of OH&S/Risk Management situations when working in people's homes and the community.

## **8. MANAGEMENT SKILLS**

- Not required.

## **9. INTERPERSONAL SKILLS**

- Able to cope with the requirements of frail older people or people with a disability.
- Genuine interest in caring for people.

## **10. QUALIFICATIONS AND EXPERIENCE**

- Drivers Licence
- Certificate III or IV Aged & Disability Services or equivalent
- Level II First Aid (Provide First Aid)
- Current Employee Working with Children Check
- Current Australian Police Check (required every 3 years).
- International Police Check (if staff member has been a citizen or permanent residence of a country other than Australian at any time after 16-years of age).



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