



# COMMUNITY HEALTH & WELLBEING OFFICER

## APPLICATION PACKAGE

**Please read this Application Package carefully.**

1. Thank you for expressing interest in this position with the Council and we welcome your application.
2. Council wishes you all the best in your application.
3. Further information about the position is available by contacting Mrs Stacey Geier at the Shire Office on 9046 7063. Contact or canvassing of Councillors is not acceptable.
4. In order to qualify as a valid application you must include all the following information.

**Resume (Curriculum Vitae) which comprises of:**

- Personal Details - Name, address, telephone number and email.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance, and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

**Statement Addressing the Selection Criteria:**

This is the most important part of your application. It is essential that the information you provide is clear, concise, and relevant, so that the selection panel 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 knowledge, experience, and qualifications to successfully carry out the duties. Only those applicants who best demonstrate they meet the selection criteria will be interviewed.

5. Please include any material matter that you believe may be relevant to the application, interview, or your appointment so that the Council can take that into consideration in selecting the best applicant.

The successful applicant will be required to obtain relevant Police Clearances.

6. Please clip your application together (do not staple or bind).
7. Applications must be posted in a securely sealed envelope and clearly addressed and endorsed:



**CONFIDENTIAL APPLICATION –COMMUNITY HEALTH & WELFARE OFFICER**

Mr Bill Price  
Chief Executive Officer  
Shire of Westonia  
Wolfram Street  
WESTONIA WA 6423

8. The closing date and time for applications is 4.00am Friday 26<sup>th</sup> April 2024 Emailed and Faxed applications will be accepted but must be confirmed in writing as specified in Item 7.
9. It is envisaged that immediately after the closing date the applications will be assessed, ranked, and a short list developed.
  - The preferred candidates will then attend an interview with the Council's Selection Committee comprising the Chief Executive Officer and/or one other staff member/Elected Member.



<b>Position Description</b> <b>Community Health &amp; Wellbeing Officer</b>	
<b>Last Updated:</b> 27 March 2024	
<b>Next Review:</b> July 2024	

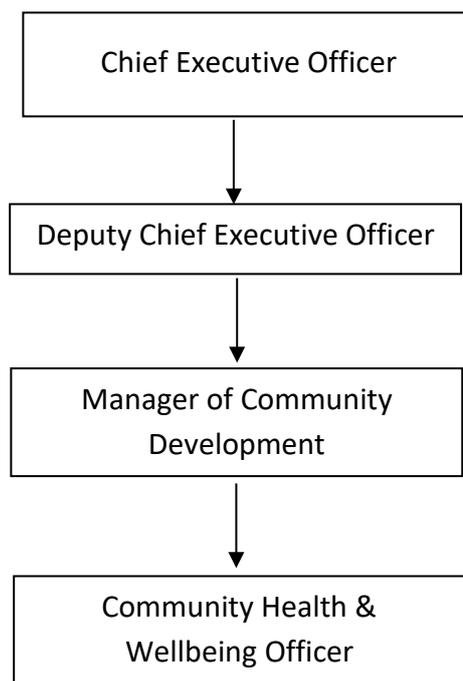
## POSITION OBJECTIVES

- To provide Home care Services, social support assistance that meets the needs of clients and enhances their living at home experience.
- Ensure clients are provided with a safe, relaxing, friendly, caring environment and that opportunities for physical and mental stimulation, social interaction and community involvement are provided.
- Ensure the safe transportation of Aged people living in the local community.
- Work within a team environment to ensure that services are delivered efficiently to our most vulnerable residence.
- Deliver services within program guidelines and within the philosophy and policies of the Shire of Westonia.

## ORGANISATIONAL RELATIONSHIPS

**Reporting to:** Manager of Community Development  
**Responsible for:** Nil  
**Liaison with:** Community Members & Organisations, Government Departments, Councillors & Staff, Contractors & Suppliers.

## ORGANISATIONAL STRUCTURE





## KEY RESPONSIBILITIES

### Home & Community Care

- Provide home care support services to aged people and their carers according to the care plan.
- Ensure that care is provided according to all relevant Policies, Procedures and Regulations.
- Complete all documentation as required.
- Attend staff meetings and training as directed by the Manager.
- Ensure that the client's ethnicity, religious beliefs and culture are regarded and respected in all situations.
- Undertake shopping, Administrative Support or accompany and support clients shopping, banking or to medical appointments etc.
- Undertake a range of Domestic cleaning tasks as detailed in the care plan.
- Provide social support as directed.
- Encourage and promote client independence, wellness and reablement.
- Monitor client service needs and ensure any changes are reported immediately.
- Report identified hazards that may pose a risk to employees or clients or the public.
- Assist in ongoing assessment of clients' needs and communicate with other members of the team and coordinator all relevant information to support client care.
- Provide services as documented in client's care plan and maintain notes as required. This may include day centre, respite, social support, transport, outings, showering and toileting.
- Undertake training to provide a competent level of care and services to clients including medications and wound management.
- Maintain vehicles and equipment in safe operational condition with regular cleaning and regular servicing.
- Implement, as required, emergency procedures to ensure safety of staff, clients and the general public.
- Follow client pick-up routes for specified days when driving to pick up clients from their homes and return at end of session and liaise with other staff.
- Client transportation Assistance/Overnight Stays
- Program and follow re-ablement activities for clients with attention to safety, ability levels and suitability of activity for individual clients taking into account client care planning.
- Liaise with Community Development Officer to acquire resources for the planning of diversional therapy activities.
- Source if required suitable venues for group or individual outings and transport clients to these venues as required.
- Any other duties consistent with the level of the position as directed by supervisors.
- Other duties as directed.

### Community Wellbeing

- Plan and Implement age-appropriate Wellbeing Programs, Activities and Workshops for all age groups as per community needs.
- Community Event Assistance under direction from the Manager of Community Development.

### Occupational Safety and Health

- Responsible for ensuring own safety and health and that of other people in the workplace.
- Comply with occupational safety and health legislation and the Shire's OHS policies and procedures.

### Risk Management

- Comply with the Shire's risk management policies and procedures.
- Responsible for reporting possible risks in relation to operational procedures.



## REQUIREMENTS OF THE JOB

### Skills and Knowledge

- Excellent communication and interpersonal skills.
- Effective time management skills.
- Demonstrated ability to work in a team environment.
- Demonstrated ability to work unsupervised.
- Awareness of issues relating to aged people.
- An understanding and awareness of Occupational Health and Safety, Manual Handling Principles and Duty of Care (Desirable).

### Experience

- Experience working with aged people living in the local community.
- Awareness of ethical issues relating to confidentiality of information

### Qualifications, Certificates and Licences

- Certificate III in Home and Community Care or equivalent (desirable).
- "C" Class driver's licence with no restrictions.
- Current Senior First Aid Certificate or willingness to attain certificate.
- Evidence of up to date COVID 19 vaccination status
- A current National Police Certificate.

## EXTENT OF AUTHORITY

- Operates under the general direction of the Community Development Officer and freedom to make decisions in accordance with policies and procedures.
- Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints.
- Assistance available for problem solving.
- Work outcomes monitored.

**Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated PD's must be returned to the Senior Finance Officer for filing on personnel files.**

### CERTIFICATION

<b>Authorised by</b>	Chief Executive Officer	<b>Signature</b>	
<b>Date Certified</b>			

### INCUMBENT ACKNOWLEDGEMENT

<b>Employee</b>		<b>Signature</b>	
<b>Date</b>			



## THE COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER

**FOR THIS POSITION THE SELECTION CRITERIA IS AS FOLLOWS:** All Applicants must address all 13 requirements outlined below.

### Skills and Knowledge

1. Excellent communication and interpersonal skills.
2. Effective time management skills.
3. Demonstrated ability to work in a team environment.
4. Demonstrated ability to work unsupervised.
5. Awareness of issues relating to aged people.
6. An understanding and awareness of Occupational Health and Safety, Manual Handling Principles and Duty of Care (Desirable).

### Experience

7. Experience working with aged people living in the local community.
8. Awareness of ethical issues relating to confidentiality of information

### Qualifications, Certificates and Licences

9. Certificate III in Home and Community Care or equivalent (desirable).
10. "C" Class driver's licence with no restrictions.
11. Current Senior First Aid Certificate or willingness to attain certificate.
12. Evidence of up to date COVID 19 vaccination status
13. A current National Police Certificate.

### **Important - Referee and reference checks**

The Council has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

Initially the reference checks will only be made of your nominated referees, and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Council reserves the right to make other checks of the final applicant(s) but will not make contact with any current employer or other nominated person if there is a special need for confidentiality and this is outlined in your application.



## COMMUNITY DEVELOPMENT OFFICER

### CONDITIONS OF EMPLOYMENT

#### **AWARD:**

Employment Conditions are in accordance with the Local Government Officer's (WA) Award 2021.

#### **SALARY:**

Negotiable + location allowance of \$21.50 per fortnight single (or \$41.00 per fortnight married) & generous superannuation benefits.

#### **HOURS OF WORK:**

Ordinary hours are 8 hours per day with ½ hour for lunch, Monday to Friday based on a 19 day month (1 rostered day off per four weeks).

#### **ACCOMMODATION:**

Housing can be provided with this position at a current weekly rental of \$50. The Shire will meet the costs of the water provided the gardens are maintained to a suitable standard. You will be responsible for other utilities costs. The housing is only available while you are an employee of the Shire of Westonia

#### **ANNUAL LEAVE:**

4 weeks annual leave after 12 months service, including 17.5% leave loading.

#### **PUBLIC HOLIDAYS:**

All normal Western Australian public holidays. In addition to the normal public holidays an additional 2 days paid leave are available in lieu of the day after New Year's Day and Easter Tuesday.

#### **PERSONAL LEAVE:**

Sick, carers and bereavement leave is as per the award.

#### **SUPERANNUATION (LOCAL GOVERNMENT):**

a) Automatic Membership (compulsory): Council currently contributes 11% of fortnightly salary. Employees may contribute from 1% to 4% of salary and are eligible to join from the date of their commencement.

b) Full Membership (optional): Council currently contributes 5% of fortnightly salary when an employee contributes from 5 - 9% of fortnightly salary. Employees are eligible to join one (1) month after the commencement date or automatically if transferring from another Local Authority in WA and already in the same Scheme.

#### **UNIFORM:**

Council provides Administration Staff with uniform items up to the value of \$250 as selected by the individual from the Local Government Corporate Collection.

#### **POLICE CLEARANCE:**

It is Council's policy that prior to employment, potential new employees are required to obtain a Police Clearance.



Arrangements will be made with the successful applicant to obtain a Police Clearance prior to commencement. It is not necessary to provide a Police Clearance with your application.

The cost of the Police Clearance will be met by Council.

**MEDICAL EXAMINATION:**

It is Council's policy that prior to employment, potential new employees are required to undertake a Medical Examination to ascertain if the employee's health and fitness is satisfactory for the proposed duties.

Arrangements will be made with the successful applicant to undertake a Medical Examination prior to commencement. It is not necessary to provide a Medical Certificate with your application.

The cost of the Medical Examination will be met by Council.