



WESTERN SYDNEY
MRC

JOB OPPORTUNITY

Support Worker- Aged Care Respite

Western Sydney Migrant Resource Centre is seeking to employ a pool of casual bilingual Support Worker- Aged Care Respite.

The Support Worker will provide center-based and flexible respite to frail, elderly culturally and linguistically diverse people living in the community under the Commonwealth Home Support Programme (CHSP).

Condition

This role will be at equivalent SCHADS level 3, with salary sacrifice options available.

This is a casual position until June 2018 with a possibility of extension.

There is no close date for this application, applicants are recommended to apply as soon as possible.

For further information and questions please contact **Anna-Marie** on **(02) 8778 1221**.



HEAD OFFICE

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SETTLEMENT SUPPORT
FAMILY PROGRAMS
YOUTH INITIATIVES
AGED CARE

COMMUNITY CAPACITY BUILDING
ADVOCACY AND RESEARCH

The Support Worker-Aged Care Respite is responsible for the following:

- Delivery of in-home, centre-based and community respite support for elderly persons under the
- Commonwealth Home Support Program (CHSP).
- Promote a wellness model for CHSP clients through enabling clients to have the opportunity to succeed at
- their daily living activities in a way that promotes self-respect, dignity and maintains the client's quality of life
- and abilities.
- In collaboration with the client and carer, develop care plans including activities and goals.
- Conducting risk assessments
- Maintain and update database with care activities and complete all administrative requirements.
- Identifying and advocating for the needs of clients and the wider CALD community.
- Contributing to continuous improvement and development of organisational practices and service delivery.
- Ensuring all policies and procedures are adhered to.

Selection Criteria

- Qualifications in a Cert III in Aged Care.
- Demonstrated experience caring for frail and/or elderly persons
- Strong administrative, organisational and time management skills.
- Demonstrated computer skills alongside skill and experience in utilising electronic databases
- A current drivers licence and access to a fully insured vehicle
- Current Police check within the last 12 months or willingness to obtain one immediately
- Ability to work flexible hours (within 8-6 Monday-Friday)
- Communication skills in a community language.
- Lodging a Job application with The Western Sydney Migrant Resource Centre



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When lodging your application, make sure you submit the following information:

1. Letter of application addressing the selection criteria, essential and desirable.
2. Resume outlining your qualification and experience
3. Name, position and phone number of at least 2 professional referees

Applications via email or post are accepted. It is your responsibility to ensure that the application gets to the centre on time. We will not take any responsibilities for technical difficulties or lost applications.

Please make sure that the application is received by the Western Sydney MRC by the due date. Late Applications may not be accepted.

Any questions about your application should be directed to the convener of the panel or the person identified in the application.

All applications are to be addressed to the Service Team Coordinator and sent to:
anna-marie@wmrc.org.au

Employment Procedure

At the Western Sydney Migrant Resource Centre, staff is employed under an Equal Employment Opportunity policy. All applicants are assessed under the same criteria and via the same process.



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An employment subcommittee will convene and follow the following process:

1. Cull the applications according to the identified selection criteria. Applicants will not be interviewed if they do not meet the essential criteria. Depending on the number and quality of applicants, the desirable criteria may be considered. In cases of an extremely large number of applicants meeting the desirable and essential criteria, the panel will select the applicant who meet the criteria best.
2. Applicant selected will be interviewed. All selected applicants will be asked the same questions.
3. Depending on the position, each candidate may be asked to participate in a short test assessing specific criteria (for example—a typing test, writing skills or computer skills).
4. Referees of the best applicant/s will be contacted
5. Employment panel will identify successful candidate and conditions of offer of employment (i.e. wages, probation period)
6. Convener of the panel will make an offer of employment to the successful candidate, initially by phone and subsequently in writing
7. Unsuccessful candidates will be informed in writing.