

Position Description

Position Title	Trainee Home Care Worker
Position Number	30011743
Division	Community and Continuing Care
Department	Community Home Care Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Health Care Worker Grade 1
Classification Code	IN37
Reports to	Manager, Community Home Care Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• Working with Children Check• Drivers Licence• Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

This role has been designed as an entry level into the Aged Home Care sector, with the trainee being supported to complete a Certificate III in Individual Support that will be completed over 12 months.

The Home Care Worker Trainee provides a valued and key service in delivering high quality support for clients in the community. The role includes supporting our consumers to maintain their independence,

enabling them to maintain their quality of life while still living in their own homes, and actively facilitate their engagement within the local community. This role requires a high level of physical fitness due to nature of the role with tasks such as but not limited to reaching, squatting, pushing, pulling, bending and carrying.

Support services are primarily provided in the home. Services delivered include:

- Domestic assistance, personal care, respite care, palliative care, social support through shopping assistance and assistance with attending appointments
- Respite care that are tailored to meet the needs, interests and leisure activities of the consumer
- Encouraging a reablement approach to tasks performed
- Short term support for people returning home following an admission to hospital
- Support services for people receiving Community Palliative Care

The position requires that the worker maintains their own vehicle for employment purposes through:

- Annual Vehicle safety check – paid by Bendigo Health
- Comprehensive Insurance.
- Remuneration for kilometres and distance travelled between services

Responsibilities and Accountabilities

Key Responsibilities:

- Monitor client well-being and communicate updates to Home Support staff.
- Conduct home and equipment safety assessments, ensuring a safe environment.
- Complete documentation accurately and timely, escalating changes as needed.
- Provide empathetic, customer-focused service to clients.
- Participate in team meetings, training, and service development.
- Perform other duties as directed by the Team Leader/Manager.

Services Provided:

- Home Care: General house cleaning and basic shopping to maintain a safe, hygienic home environment.
- Personal Care: Assist with daily living tasks such as showering, dressing, grooming, meal prep, and fitting aids.
- Respite Care: Provide care for frail or disabled clients, including meal assistance, toileting, home tasks, and leisure activities to give carers respite.
- Social Support Group (SSG): Facilitate social, physical, and emotional activities to promote independence and social skills, with both group and individual outings. Meal planning and activities are included.
- Social Support Individual (SSI): Offer one-on-one support in the client's home to maintain social, intellectual, and physical skills.

Key Selection Criteria

Essential

1. Understanding of the duties and commitment to older people to maintain client independence in continuing to live safely in their home
2. Demonstrated ability to maintain confidentiality
3. Excellent communication skills including written, verbal and listening
4. The ability to work under limited supervision, as rostered, to satisfactorily complete all general work requirements
5. The ability to complete training requirements of role and commit to Traineeship requirements
6. Current First Aid Certificate

Please note: These roles are restricted to Australian Citizens or those who hold Permanent Residency (or hold an eligible Visa for subsidised training).

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.