



KOOMARRI

Personal Care Worker Duty Statement

The Personal Care Worker is responsible for ensuring that the best opportunity is provided for the individuals they support to live a full and interesting life. The Personal Care Worker is a member of the Community & Residential Services Branch of Koomarri. The Personal Care Worker is responsible to the Coordinator Residential Services. The position is overseen by the Manager Community & Residential Services.

The key functions of the role are:

- 1. Create an environment each day so that residents are able to enjoy life to the fullest.**
- 2. Contribute to the day-to-day running of the house and care of residents.**
- 3. Support and contribute to the overall development of Koomarri.**

The specific duties include the following –

- 1. Create an environment each day so that residents are able to enjoy life to the fullest.**
 - Support residents, where appropriate, to make independent choices regarding their daily living.
 - Seek options that allow residents to develop their skills, talents and interests and support them to pursue and access their chosen options both within the home and in the community.
 - Develop relationships of trust with residents and their families.
 - Provide feedback to the House Supervisor in relation to residential and community issues and individual resident or family member concerns.
- 2. Contribute to the day to running of the house and care of residents.**
 - Perform tasks that develop and maintain a safe and homely environment.
 - Undertake domestic duties and house maintenance.
 - Provide support with meal planning and preparation.
 - Assist with the provision of personal care to residents.
 - Undertake the administrative responsibilities required in the position.
 - Applying Koomarri's policies and ensuring procedures are followed.
 - Ensuring that all records are accurate and appropriately managed.
 - Participating in team and other organisational meetings as required.
 - Undertake the administration of medication in accordance with legislative requirements.
- 3. Support and contribute to the overall development of Koomarri.**
 - Attend meetings and industry events to develop positive networks both within the ACT and nationally.

- Promote and demonstrate commitment to Koomarri’s Vision and Values Statement, the Disability Standards and the role based Person-Centred approach within a Social Role Valorization to support people with disabilities.
- Contribution to, and promotion of, teamwork, harmony and development within Koomarri.
- Abide by the Koomarri Code of Conduct and Policies & Procedures.
- Undertake continuous personal professional development through on the job learning and external education as and when required.
- Represent Koomarri in a professional manner at public, agency and departmental meetings.
- Undertake other duties as directed by the House Supervisor or Coordinator.

Agreement

I accept my duty statement and understand that this replaces any previous duty statements I have had within Koomarri.

Signature

Date