



## COMMUNITY SUPPORT WORKER

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia, New Zealand and Ireland and a presence in some other countries.

We currently have an opportunity for an experienced Community Support Worker to join us in the Bathurst area on a casual basis. The Community Support Worker is responsible for providing care and wellbeing support to the Sisters of Saint Joseph who live in the Bathurst areas. This role works closely with and takes guidance and direction from the Director of Healthcare and local Community Leader to ensure that quality care and support is provided.

If you have experience in aged or community care and want to work in a caring environment as part of a small and dedicated team, then this role is for you. The day and hours of work will vary based on the needs of the sisters from time to time and are likely to be up to 12 hours per week.

All staff are expected to act in a manner consistent with the ethos and mission of the Sisters of Saint Joseph.

Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on the SOSJ website under the heading of 'Safeguarding'.

### KEY RESPONSIBILITIES:

- Identify and describe the care needs of individual Sisters so that holistic care is provided.
- Liaise with Community Leader regarding appointments or hospital admissions and attend to what is required.
- Accompany Sisters to hospital appointments or hospital admission and assist with transport to appointments if/when required.
- Visit Sisters living independently on a regular basis and assist with transport or appointments if/when required,
- Undertake administrative tasks e.g. change of address or hospital forms and update and file health records
- Check that Sisters' personal alarms are working and change batteries if/when required.
- Ensure that Sisters' living areas are clean and guarded against excess cluttering.
- Ensure Sisters who need a Webster pack are using it effectively and appropriately.
- Check walking frames, wheelchairs and any other equipment and ensure that it is clean and in working order.
- Attend team planning meetings.

### ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA):

- Certificate III in Community Services or Aged Care (or Enrolled or Registered Nurse)
- Effective interpersonal and conflict resolution skills
- Good time management skills and ability to prioritize.
- A positive and caring attitude
- The ability to work independently and with initiative and flexibility.
- An understanding of the principles of privacy and confidentiality
- A valid driver's licence.

All successful applicants will be asked to consent to a national criminal history (police) check and be fully vaccinated against COVID-19 and Influenza.

For further information about the Sisters of Saint Joseph, please visit [www.sosj.org.au](http://www.sosj.org.au). For more information about the role and/or to obtain a position description, please contact Human Resources via [hr@sosj.org.au](mailto:hr@sosj.org.au).

Applications, which need to include a cover letter outlining your suitability for this role (based on the above selection criteria), available days to work and a CV (resume), should be submitted via email to [hr@sosj.org.au](mailto:hr@sosj.org.au) by **9am AEST Monday 3 April 2023**.