



POSITION DESCRIPTION

Position:	Community Support Person
Reporting to:	Brigidine Southern Cross Leader or her nominated representative
Location:	Based in Malvern, Victoria with travel to and from Sisters residence
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award), Home Care Employee Level 3
Employment Type:	Permanent, part-time, 32.5 hours per week (9am-4:00pm Monday to Friday with a 30-minute lunch break)
Date:	March 2023

Organisation Overview: The Brigidine Sisters were founded in Ireland in 1807 and arrived in Australia in 1883. Over time we lived and worked in each State establishing and administering schools and colleges and set up a foundation in New Zealand in 1899. Our ministries diversified and expanded into other fields of service. We now have a majority of retired sisters but are still engaged in outreach and have a strong justice orientation.

In September 2021, the sisters of Australia and New Zealand decided to form one Community to be known as the Brigidine Southern Cross Community (BSCC), which came into being in July 2022. In keeping with our motto 'With strength and gentleness', we embrace this opportunity to strengthen our bonds and together share our lives and resources with those in need.

Position Purpose: The primary purpose of this position is to:

- Support Sisters living in communities and residential care
- The Community Support Person will work in collaboration with the Brigidine Health Care Nurses, a member of the Leadership Team, the House Manager of our supported living facility as well as staff and Sisters in Residential Care facilities

Key Responsibilities: Duties include but are not limited to:

- Accompanying Sisters to appointments
- Working in conjunction with our Registered Nurses to maintain Allied Health appointments
- Working with other Brigidine Sisters to support the needs of those in residential care
- Some light shopping for individual Sisters as required
- Visiting Sisters in their home for support as required e.g., after a hospital stay
- Some light domestic duties such as washing and ironing

**Knowledge,
Qualifications,
Skills and
Experience:**

The ideal Community Support Person will have:

- Certificate III in Individual Support (Ageing)
- Current Australian driving licence (a car will be provided)
- Current First Aid and CPR Certificates
- Current Flu and Covid vaccinations
- Current Working with Children Check
- Current National Police Check
- Basic computer literacy
- Experience in a similar role
- A willingness to participate in formation sessions about the charism and mission of the Congregation of St. Brigid

Attributes:

The Community Support Person will demonstrate the following attributes:

- A flexible and adaptable approach
- Ability to prioritise tasks and problem solve
- You will be regarded for your genuine care, dedication and listening skills
- Ability to be one step ahead and use your initiative
- You will be able to build strong relationships
- Pride yourself on your discretion and confidentiality
- Highly organised and good time management
- Professional presentation, work ethic and behaviour
- Positive attitude and a confident polite manner
- Strong communication skills

The Employer reserves the right to change this Position Description in response to changing needs.