

POSITION DESCRIPTION

Position	HOME CARE WORKER
Location	St Joseph's Convent, Kensington SA
Region	CentreWest
Reports to	Coordinator of Hospitality/Community Coordinator
Direct Reports	None
Employment Type/Term	Permanent Part Time
Date	September 2026

ORGANISATIONAL CONTEXT:

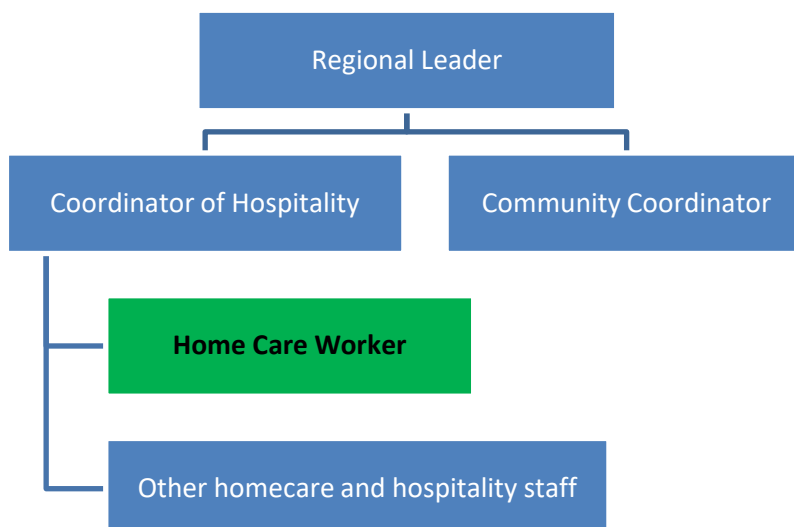
The Sisters of Saint Joseph of the Sacred Heart (SOSJ) continue God's mission by immersing themselves in the midst of life to empower others and bring hope. Education, in its broadest sense, remains their main work. Founded in 1866, the organisation operates as a registered charity with central offices in Sydney, Regions in Australia, New Zealand, Ireland and a presence in some other countries.

The Congregation is governed by the Congregational Leader and her Leadership Team. Each region is led by a Regional Leadership Team. The Congregation's Leadership team is assisted in its administration by the Central Administration Services (CAS) Team located in North Sydney.

The Sisters in the CentreWest have lived in South Australia since the foundation of the Congregation in Penola in 1866. In 1887, they arrived in Northampton, Western Australia and the Kimberley in 1964. Since 1989 the Sisters have been living in different places in the Northern Territory – from Daly River to Darwin as well as Timor-Leste.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. All employees have a responsibility to commit to a culture of safeguarding. This includes completing safeguarding induction training and possibly ongoing safeguarding training.

ORGANISATION CHART:



BASIC ROLE PURPOSE:

The Home Care Worker is responsible for providing support and hospitality to the Sisters living in the Kensington Community.

KEY ROLE ACCOUNTABILITIES:

In carrying out the role, the Home Care Worker is required to meet the following key accountabilities:

1.0 Ethos and Mission

- 1.1 Uphold, through word and deed, the ethos and mission of the Congregation of the Sisters of Saint Joseph.
- 1.2 Ensure work activities are in accordance with the ethos and mission of the Sisters of Saint Joseph.
- 1.3 Demonstrate a commitment to a deepening understanding of the spirit of the Congregation of the Sisters of Saint Joseph.
- 1.4 Actively support the Sisters of Saint Joseph and their Mission.
- 1.5 Establish and maintain harmonious working relationships with colleagues and Sisters in the Convent and Regional Office.
- 1.6 Contribute to a climate of hospitality and welcome.

2.0 Position Responsibilities

The responsibilities will include but are not limited to:

- 2.1 Providing assistance in the kitchen and dining room including preparing and serving meals and general cleaning tidying of the kitchen areas.
- 2.2 Preparing light evening meals for the Sisters in the Convent.
- 2.3 Relief cleaning and other housekeeping duties at the Convent if required.
- 2.4 Ensuring that the Convent is secure and lights are switched off when not required.
- 2.5 Providing support and/or relieving other home care staff as required.
- 2.6 Reporting any issues requiring maintenance and advising Coordinator of Hospitality if housekeeping items require ordering.
- 2.7 Notifying the Community Coordinator of any issues related to sisters' wellbeing.
- 2.8 Following emergency procedures and call emergency services when required to assist residents.

3 Values

- 3.1 Actively contribute to team meetings.
- 3.2 Contribute to effective communication within Convent and Region.
- 3.3 Demonstrate loyalty to professional colleagues.
- 3.4 Maintain confidentiality of Congregational information in accordance with policy and employment contract obligations.
- 3.5 Actively demonstrate behaviours consistent with the SPIRIT values (Supportive, Positive, Inclusive, Respect, Integrity and Trust).

4 Quality Standards

In consultation with the Coordinator of Hospitality or Community Coordinator:

- 4.1 Maintain performance standards for relevant functions.
- 4.2 Respond to customer feedback on improving processes and procedures.
- 4.3 Maintain due attention to detail.

5 Professional Development

- 5.1 Evaluate personal and professional performance and undertake personal and professional development activities.
- 5.2 Participate in the performance review/feedback process.

6 Work Health Safety (WHS)

- 6.1 Maintain duty of care of own health and safety and all others in the workplace.
- 6.2 Comply with workplace WHS policies, procedures and protocols.
- 6.3 Report workplace hazards and risks to the Coordinator of Hospitality.
- 6.4 Undertake WHS training as required.

7 Other

- 7.1 Engage in other duties in line with skills and experience and within the scope of this role.
- 7.2 Follow legal requirements and Congregational policies and procedures.

8 Key Performance Indicators

Function	Performance Indicators
1. Ethos and Mission	Evidence of active support for the work of the Congregation and its Mission.
2. Role responsibilities	• Evidence of adequate support provided • Evidence of quality performance and assistance in the kitchen and dining rooms. • Cleanliness and hygiene maintained. • Potential problems detected and reported.
3. Customer service and teamwork	Evidence of service delivery to agreed standards provided and positive feedback received.
4. Contribution to culture and values	Evidence of effective collaborative, professional relationships and communication within team and Region.
5. Quality administration	Evidence of timely and accurate documentation and records.

6. Professional development	Evidence of engagement in appropriate professional development and application to role.
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9 Qualifications, experience and competencies

- 9.1 Certificate III in Aged Care/Community Support or equivalent and experience in a similar role in a supported care environment.
- 9.2 Adequately trained in food handling techniques, manual handling and use of chemicals in cleaning.
- 9.3 Effective interpersonal and conflict resolution skills.
- 9.4 A positive and caring attitude.
- 9.5 Demonstrated ability to work independently and with initiative and flexibility.
- 9.6 Demonstrated understanding of the principles of privacy and confidentiality.

The Home Care Worker will be required to obtain and hold a valid Working with Vulnerable Adults Check and be vaccinated as per our Vaccinations Policy.

I confirm that this position description is an accurate reflection of the responsibilities of this position:

Pauline Morgan rsj

Regional Leader

6 October 2026

Date