



Winton Shire Council

LEGENDARY SAFE SCENIC

INFORMATION PACKAGE

Personal Care Attendant

Applications will Remain Open until the Position is Filled.

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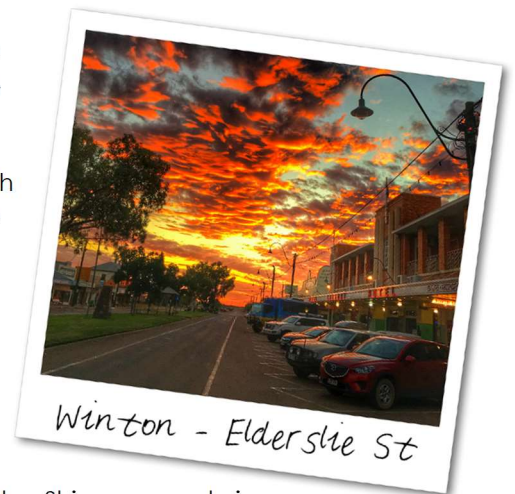


SHIRE PROFILE

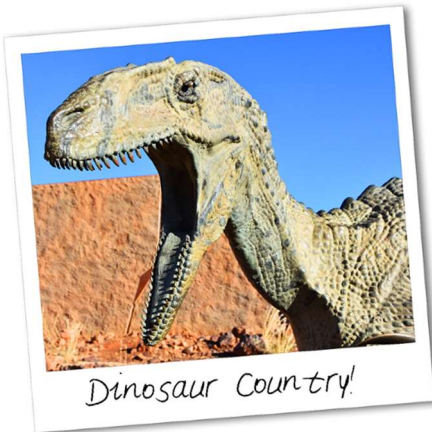
About Winton Shire Council

Winton is located in Central Western Queensland on the Landsborough Highway, 180 kilometres northwest of Longreach and 472 kilometres south east of Mount Isa. Winton is approximately 1,500 kilometres from Brisbane, covering 53,935 square kilometres and boasting a population of around 1,150 people. Home to diverse landscapes with rolling Mitchell Grass Downs suddenly interrupted by mesa formations, starkly beautiful red earth and spinifex country, Channel Country and undulating plains as far as the eye can see with a myriad of dry channels, waiting for the wet season.

Winton has a rich history with links to the Great Shearers' Strike, Waltzing Matilda and QANTAS, but today the town is almost as well known for something far more ancient... dinosaurs.



Winton - Elderslie St



Dinosaur Country!

The first official dinosaur discovery in Winton Shire was made in 1962, approximately 110km South-West of Winton – a fossilised footprint with the site later revealing a stampede with over 3,300 footprints. Later discoveries were the then largest dinosaur found in Australia a 20-30 ton Sauropod nicknamed "Elliot" discovered on a property outside Winton in 1999, and his friends, more Sauropods of the group called Titanosaurs (the largest dinosaurs to walk the earth) in varying sizes and types – and "Banjo", Australia's largest known carnivorous dinosaur. Winton is known as the home of Waltzing Matilda, with A B (Banjo) Paterson writing our national song in 1895, whilst visiting Dagworth Station. Legend has it that the first public performance of Waltzing Matilda happened at Winton's North Gregory Hotel on 6th April 1895.

Twenty-five years later, Winton became the birthplace of the Queensland and Northern Territory Aerial Service (QANTAS), registered as a company in Winton on 16th November 1920. This was followed by its first Board Meeting in 1921, held on the 10th February at the Winton Club. Later in 1921, the Winton Shire Council became the first local authority in Australia to support Commercial Aviation after subsidising by half the costs of establishing a landing field in Winton, to the sum of £20. The local expression is that QANTAS was conceived in Cloncurry, born in Winton and grew up in Longreach! When the area was settled in the late 19th century, the region's low annual rainfall made it ideal for sheep, and up to 1.5million sheep have been grazed during a past good season. In recent times, graziers have increasingly shifted from wool production to beef production. The opal mining industry also flourishes in Winton, and has for more than a century. Some of the best boulder opal has been found from claims within the Winton Shire.



Boulder Opal Country



Towns of the Winton Shire

Winton

Winton Township is located on the Matilda Highway, between Longreach and Kynuna and is the gateway to Australia's Dinosaur Trail and the Outback Way. Winton town is the Shire administration centre and is known for friendly hospitality and big smiles. The town boasts a selection of good affordable accommodation, caravan parks, great food outlets, Searles Outback Store, various retail outlets and general stores for all your travelling needs. There is opportunity to get involved in the local atmosphere during one of Winton's many events and festivals, including Waltzing Matilda Day, Diamantina Camp Draft, Turf Club Races, Drag Racing, Camel Races, Film Festival, Opal Festival and the Winton Outback Festival (bi-annually) to name just a few.



Opalton

Is the home of Queensland Boulder Opal and lies 123 kilometres south-west of Winton. Opal was first discovered in Winton by George Cragg in 1888 and the first mine was worked in 1894. By the end of the 19th Century there was a bustling township of 600 and Opalton became known for the enormous quantity and quality of its opal. Notably, in 1899 the largest piece of opal ever recorded was mined from Opalton, a pipe opal that measured more than three metres long.



Corfield

Is a tiny town located 90 kilometres north of Winton on the road to Hughenden. The town can be identified only by the small cluster of buildings on the rolling Mitchell grass downs. Once a busy railway siding, Corfield is now known for the annual "Corfield Cup" race meeting, when the population explodes with people visiting from near and far.



Middleton

Located 164 kilometres along the Winton-Boulia Road, Middleton made history in 1862, when McKinlay and his search party for Burke and Wills, entered the area. In fact, Middleton's name is derived from this search party after a creek named for the man second in charge – Middleton.



THE COUNCIL ORGANISATION

The Winton Shire Council Mayor and five (5) Councillors are the decision-making body and matters for consideration are directed through regular Council meetings. One of these positions is currently vacant. Ordinary meetings of council are held on the third Thursday of the Month. Special Meetings are convened when necessary to consider specific items such as budget, major projects and future directions.



Cr Gavin Baskett
Mayor



Cr Tina Elliott
Deputy Mayor

VACANT



Cr Shane Mann



Cr Anne Seymour




Cr Cathy White


The Winton Shire Council is managed by its Chief Executive Officer and the Managers of:

- Corporate and Regulatory Services
- Community and Economic Development
- Works and Utilities

 **1150+**
Population

 **+122**
Staff

 **\$37M**
Total Budget

 **\$242M**
Community Assets

There are 122 staff providing services and managing assets within an annual operating budget of more than \$ 25.5 million, Capital Budget of \$ 17.5 million and Net Community Assets of \$242 million.

MISSION STATEMENT

Winton Shire Council's Mission Statement: "To lead and work in partnership with the Community, to improve our lifestyle whilst preserving our heritage for future generations.

Vision

Winton, Legendary, Safe, Scenic.



CORPORATE VALUES

Accountability

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency

The concept that in the process of pursuing or effecting any program, procedures or task where all wastage is minimised.

Sustainability

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance

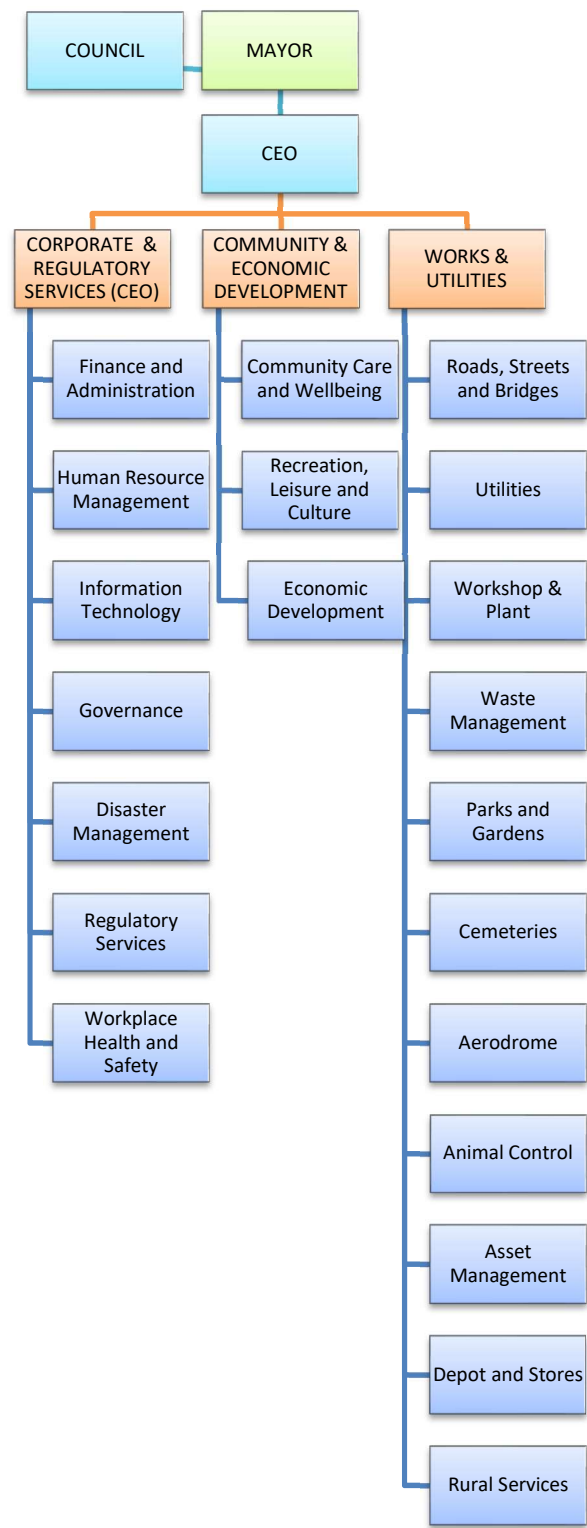
This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.




CORPORATE STRUCTURE



THE POSITION

THE POSITION

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|--|--|
|  | WINTON SHIRE COUNCIL POSITION DESCRIPTION |
| 1. POSITION DESCRIPTION | |
| Position Title: | PERSONAL CARE ATTENDANT |
| Portfolio: | Corporate and Community Services |
| Department: | Community Services |
| Location: | Winton Neighbourhood Centre, Elderslie Street Winton |
| Classification Level: | Aged Care Services (Other than Nursing) Qld Local Government Industry (Stream B) Award 2017 Division 2 Section 1 as varied |
| Terms of Employment: | Casual |
| Supporting Documents: | Employee Code of Conduct Workplace Health & Safety Responsibilities Staff Induction Booklet WSC Drug and Alcohol Policy |
| 2. ORGANISATIONAL ENVIRONMENT | |
| Winton Shire Councils Mission Statement is: 'To lead and work in partnership with the community to improve our lifestyle whilst preserving our heritage. Winton Shire Councils Vision is: "Winton Legendary Safe Scenic" | |
| 3. ORGANISATIONAL RELATIONSHIPS | |
| Reports to: | Directly: Client Care Coordinator Indirectly: Community Health Manager |
| Supervision of: | N/A |
| Internal Liaisons: | Central West Community Options Program Section of Council and other various Council Departments and Council Staff as required |
| External Liaisons: | Clients of Central West Community Options Program, Winton Shire Community at large and visitors to Winton as required. |
| 4. POSITION OBJECTIVES | |
| The position of Personal Care Attendant is responsible for providing a variety of services to aged and disability clients in a community setting. All services are delivered in line with the client's individual support plans as developed by the Client Care Coordinator in conjunction with the Home Care Standards. | |
| 5. ORGANISATIONAL COMMITMENT | |
| CORPORATE All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time. CONFIDENTIALITY AND IMPROPER USE OF INFORMATION | |

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

CONTINUOUS QUALITY IMPROVEMENT

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

WORKPLACE HEALTH AND SAFETY

All employees have a duty under the Workplace Health and Safety Act 2011 Section 28.

While at work all Winton Shire Council workers must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

6. QUALIFICATIONS/LICENCES/TICKETS REQUIRED

Mandatory

- Current Australian Federal Police Check
- Current First Aid Certificate with CPR or ability to obtain same
- Ability to operate a motor vehicle under a "C" Class Licence.
- Manual Handling Training
- Infection Control Training

Desirable

- Certificate III in Individual Support or equivalent or ability to acquire

7. REQUIREMENTS AND WORKING CONDITIONS

The following requirements and working conditions are desired:

- The Council Employee Code of Conduct applies to this position;
- Attendance at Central West Community Options Staff meetings and relevant workshops and training.
- Early morning and evening shifts as well as weekend work is required for this role
- Travel within the shire area maybe required for this position.

8. STATEMENT OF KEY RESPONSIBILITIES AND DUTIES

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

The provision of quality in home personal care to clients in accordance with their individual care plans including duties such as:

- Ensure that all work is undertaken in line with the CWCOP and Winton Shire Council Policies and procedures as well as the various standards and legislation.
- Work collectively with the CWCOP to meet individual and team benchmarks and targets.
- Assist clients with personal care – showering, medication assistance whilst maintaining the privacy and dignity of the clients at all times;
- Provide clients with domestic assistance – housework, laundry, meal preparation whilst complying with infection control and food safety requirements;
- Provide social and emotional support;



- Assist clients with transportation – shopping, medical visits;
- Provide respite for carer/family members;
- Respond to emergency situations using first aid skills whilst working within the scope of responsibilities for a home care employee;
- Undertake accurate client documentation eg. Progress notes whilst ensuring the privacy, confidentiality and dignity of clients;
- Report and document changes in client care and/or service requirements;
- Ensure a safe working environment in clients homes implementing and working within workplace health and safety requirements including the use of personal protective equipment as required;
- Undertake correct manual handling using lifting equipment and other assistive devices as applicable;
- Undertake all mandatory training requirements on a yearly basis.
- Report all incidents and hazards and correct minor hazards as applicable; and
- Ensure that all assigned tasks are completed professionally and within agreed timeframes as determined by the respective Supervisors, Manager and/or Directors.
- Other duties within the capabilities of the staff member as directed by Council from time to time.

9. KEY SELECTION CRITERIA

The applicant's suitability for this role will be assessed against the following competencies:

- SC1** Ability to work supervised and unsupervised for periods of time, with ability to work effectively as a team member;
- SC2** Certificate III in Individual Support of or equivalent or willingness to obtain same;
- SC3** Demonstrated skills and experience in supporting individuals who are frail, aged, younger disabled in the community to maintain independence and continue to live in their own homes.
- SC4** Demonstrated ability to work effectively within a team environment, establish work priorities and meet deadlines including a sound understanding and commitment to Equal Opportunity and Workplace, Health and Safety principles and practices.
- SC5** Sound communication skills, both written and oral with a proven ability to communicate effectively and tactfully in sometimes sensitive situations as well as a basic knowledge of computer programs, email and the internet.

10. OTHER RELEVANT INFORMATION

- The selected applicant may be required to undertake a pre-employment medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position.
- The selected applicant will be subject to a criminal background check by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under [s 138A] of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty one days of termination of employment, unless the employee has a reasonable excuse.
- This is a description of the job as it is at present constituted. It is the practice of Winton Shire Council, periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each Director in consultation with those reporting directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is Winton Shire Council's aim to reach agreement to reasonable changes where identified.



Whilst employment is in the position described in this document it is understood that employment is with Winton Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

The Person

The Personal Care Attendant will be highly motivated, positive person with a passion for working with aged and disability clients in a community setting. The incumbent will have an opportunity to join a conscientious and progressive team that is providing good quality care our clients.

RECRUITMENT PROCESS

Applications will remain open until the position is filled. Candidates should lodge their applications in accordance with the directions outlined in "How to Apply for the Position" below.

Shortlisting and Interviews

The Shortlisting of all applicants will be undertaken by the Selection Panel convened for the role which will include three participants. The Selection Panel will review all written applications and then short list for interview. First round interviews may be conducted via teleconference in the first instance and a second follow up interview will be undertaken in Winton prior to a decision being made on a suitable applicant. All unsuccessful applications will be notified in a timely manner.

HOW TO APPLY

We invite you to lodge a formal application by **5:00pm 14th February 2020** comprising three documents:

- a CV; and
- a response to the Key Selection Criteria outlined below.

If appointed we will need to sight the original certificates or certified academic transcripts prior to commencement.

Please address the key selection criteria below by illustrating your responses with examples of how you meet the criteria – it is not sufficient to just indicate what you have done – we are more interested in the "How". As a guide we need no more than one page on each criterion.

Key Selection Criteria

SC1 Ability to work supervised and unsupervised for periods of time, with ability to work effectively as a team member;

SC2 Certificate III in Individual Support of or equivalent or willingness to obtain same;

SC3 Demonstrated skills and experience in supporting individuals who are frail, aged, younger disabled in the community to maintain independence and continue to live in their own homes.

SC4 Demonstrated ability to work effectively within a team environment, establish work priorities and meet deadlines including a sound understanding and commitment to Equal Opportunity and Workplace, Health and Safety principles and practices.

SC5 Sound communication skills, both written and oral with a proven ability to communicate effectively and tactfully in sometimes sensitive situations as well as a basic knowledge of computer programs, email and the internet.

After preparing the response please direct your application (CV and Response to Key Selection Criteria) to:



CEO – Winton Shire Council Email: jobs@winton.qld.gov.au

Applications will remain open until the position is filled.

FURTHER INFORMATION

For further information in relation to this position please contact Jessica Greenaway the Director of Community and Economic Development – Telephone Winton Shire Council 07 4657266.

