



Position Description

Care Worker

Employment type: Casual

Reports to: Team Leader – Direct Care and Rostering

Direct reports: Nil

About the organisation

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is a charity and the leading community organisation founded in 1984 to represent interests of Russian speaking people living in Victoria.

RERC provides a range of community services funded by the Commonwealth and state governments to support elders, people with disabilities, and disadvantaged people with CALD backgrounds. Our current programs include the Support at Home (SAH) program, the Commonwealth Home Support Program (CHSP), Aged Care Volunteer Visitors Scheme, brokerage services in aged care, and various CALD programs. RERC also acts as an umbrella for a range of community organisations to provide a platform for various cultural initiatives and community events.

Role Purpose

The Care Worker supports clients to remain living independently in the community by delivering high-quality, person-centred care in accordance with individual care plans.

Key Responsibilities

General Responsibilities

- Act in accordance with RERC's vision, values and Code of Conduct
- Comply with organisational policies, procedures and relevant legislation including the Aged Care Act 1997 and Strengthened Aged Care Quality Standards
- Maintain up-to-date knowledge and skills relevant to the role
- Participate in mandatory training and continuous improvement activities
- Demonstrate respect, empathy, and a commitment to the rights and dignity of older people
- Follow Occupational Health and Safety (OHS) requirements, including infection control and safe work practices

Client Service

- Provide care and support in line with individual care plans
- Assist clients with daily living activities, promoting independence and wellbeing
- Deliver domestic assistance to clients as required
- Build positive relationships with clients, families, and carers
- Monitor client wellbeing and report any changes in physical, emotional, or behavioural condition
- Maintain accurate and timely documentation and reporting
- Deliver services in a respectful, person-centred, and culturally sensitive manner

Privacy and Confidentiality

- Maintain privacy and confidentiality in relation to personal information of staff and clients
- Comply with organisational policies and procedures in relation to privacy and confidentiality

Teamwork and Communication

- Work collaboratively with team members and stakeholders
- Communicate effectively in a respectful and culturally appropriate manner
- Participate in team meetings, training sessions, and organisational activities as requested
- Share relevant information to support quality care delivery

Key Selection Criteria

- National Police Check (required prior to commencement)
- Current Australian driver's licence
- Access to a fully insured and reliable motor vehicle suitable for work purposes
- Current First Aid and CPR certification (or willingness to obtain)
- Experience in home or community-based care services (desirable)
- Demonstrated commitment to delivering high-quality, person-centred care
- Strong communication and interpersonal skills, including basic report writing
- Well-developed organisational and time management skills
- Ability to work independently and as part of a team
- Certificate III or IV in Aged Care, Individual Support, or Community Services will be an advantage
- Russian language skills (highly desirable)
- Mobile phone
- Basic digital literacy, including use of mobile phone and email

Organisation

RERC Inc.
ABN: 91 549 424 794

Head Office

118 Greeves Street,
Fitzroy VIC 3065

Contact details

Tel: 9415 6899
Fax: 9415 9866

Web: www.rerc.org.au
Email: mail@rerc.org.au