

Canterbury City Community Centre Inc

POSITION DESCRIPTION

Position:	Garden Care Support Worker
Classification:	Social, Community, Home Care and Disability Services Award 2010 Level 3
Hours:	Minimum of 25.5 hrs per wk. Temporary position until 30 June 2016
Responsible to:	Garden Care Coordinator

This position description is not a comprehensive list of responsibilities or criteria. The position's incumbent will be aware that the position is project based and impacted by seasonal variations, and that outcomes and activities may change over the course of the project.

Reporting & Organisational Context:

The Garden Care Support Worker is responsible to the Board of Directors of Canterbury City Community Centre through the HACC Client Services Coordinator.

Project Objectives

To provide support to members of the HACC target group (the frail aged, people with disabilities and their carers) in the Canterbury, Marrickville and Leichhardt LGAs by providing a Lawn Mowing and Easy Care Gardening service.

Knowledge, Skills and Experience

Essential Criteria:

- Empathy and understanding of issues impacting the frail aged, people with disabilities and their carers.
- Demonstrated experience in lawn mowing
- Demonstrated experience in Easy Care gardening principles
- Demonstrated ability to work well with people from all backgrounds
- Demonstrated ability to coordinate and plan job schedules, and to manage and reconcile client fees
- Demonstrated ability to maintain equipment
- Punctuality and reliability
- The ability to work alone or as part of a team
- Certificate II or Certificate III in Horticulture or equivalent
- Current First Aid Certificate or the willingness to obtain
- Manual Drivers Licence
- Certificate in Prepare & Apply Chemicals or willingness to obtain

Desirable Criteria:

- Cross cultural skills
- Demonstrated ability to work with and supervise Volunteers

PRINCIPLE DUTIES

Planning, Evaluation and Reporting

- Together with the HACC Client Services Coordinator develop an annual work plan

- Identify need for equipment update and maintenance
- Participate in conducting annual client survey
- Participate in Centre Planning Days

Staff Supervision and Support

- Provide direction, support and supervision to volunteers
- Provide on-site training to volunteers as appropriate
- Make suitable arrangements to pick up and/or drop off volunteers or to meet them at the shed or on-site.

Effective workplace relationships

- Establish and maintain effective working relationships with clients
- Maintain effective working relationships with Centre staff.
- Participate in Centre staff meetings and training days

Service Provision

- ***Lawn Mowing and Easy Care Gardening***

Garden Care provides two services to its clients – Lawn Mowing and Easy Care Gardening. The Garden Support Worker will be required to:

- Provide a high standard Lawn Mowing and Easy Care Gardening service to the allocated clients of Garden Care by completing the following tasks as appropriate for service :

Lawn Mowing

- ✓ mow each lawn
- ✓ place clippings in bins or mulch back into lawns as requested by client

Easy Care Gardening

- ✓ weed garden beds
- ✓ paper garden beds
- ✓ mulch garden beds
- ✓ pruning as required

For Both Services

- ✓ Sweep up all paths
- ✓ Cut edges
- ✓ Return all moved objects to their original place
- ✓ Coordinate schedules and job sheets
- ✓ Advise clients of date of next service and advise clients if there are changes
- ✓ Be responsible for the safety and security of all tools and equipment belonging to the service and for the maintenance and cleaning of the Service's vehicle, tools and equipment
- ✓ Be courteous and respectful to all clients
- ✓ Inform the HACC Client Services Coordinator of any concerns you may have about the well being of clients.
- ✓ Report all client issues / grievances to the HACC Client Services Coordinator.
- ✓ Inform HACC Client Services Coordinator if you feel that the eligibility of a client is in question
- ✓ Preparation and application of chemicals as required
- ✓ Undertake necessary administrative tasks to ensure the smooth operation of the Service.
- ✓ Other duties relevant to the provision of a Lawn Mowing and Easy Care Gardening Service as determined by the HACC Client Services Coordinator.
- ✓ Be willing to negotiate flexible work practices.

- **Community Events**
 - Participate in Community events as required eg. festivals
- **Lakemba Community Garden**
 - Participate in activities at the Community Garden as required

Financial Management

- Submit invoices, client fees and petty cash to the CEO and Book Keeper
- Adhere to the Centre's Financial Policy
- Collect monies owed by clients and provide each with a receipt and reconcile client fees

Other

- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's P & P manual.

Employee's Signature: _____ **Date:** _____

Employee's Name: _____

CEO's Signature: _____ **Date:** _____

CEO's Name: _____