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## **Respite Worker Job Profile**

### **CHCDIS1C Orientation to disability work**

#### **Elements**

Demonstrate an understanding of the delivery of quality services for people with disabilities

Demonstrate the capacity to support rights, interests and needs of people with disabilities

Respond to situations of risk or potential risk to people with disabilities

### **CHCDIS2C Maintain an environment designed to empower people with disabilities**

#### **Elements**

Work to enhance the independence and 'self-determination' of the person with a disability

Foster the independence of a person with a disability

Contribute to the development and review of policy and legislation related to disabilities and disability services

Recognise and accommodate the expressions of identity and sexuality of the person with a disability

### **CHCDIS3C Provide services to people with disabilities**

#### **Elements**

Assist the person with a disability to identify and meet their needs

Respond to changes in the needs of a person with a disability

Support or assist the person with a disability to meet their personal needs

### **CHCCOM3C Utilise specialist communication skills to build strong relationships**

#### **Elements**

Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships

Conduct effective communication with clients and staff

Contribute to the development of effective communication strategies

Represent the organisation to a range of groups

Apply specific communication techniques to assist in resolving conflict

Implement mechanisms that facilitate group discussions

### **CHCCS0C Deliver service to clients**

#### **Elements**

Identify responsibilities within client service plan

Plan to deliver client service Respond to changes in client need

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## **CHCCS2C Deliver and develop client service**

### **Elements**

Target client services  
Deliver client service  
Develop and promote client services

## **CHCINF2B Maintain organisation's information systems**

### **Elements**

Maintain accurate records  
Handle organisational correspondence  
Provide information as required

## **CHCNET2B Maintain effective networks**

### **Elements**

Develop cooperative working relationships and strategic alliances with other organisations  
Represent the organisation  
Maintain networks

## **CHCORG2B Work with others**

### **Elements**

Plan own workload with supervisor  
Communicate with others about work matters  
Work cooperatively with others

## **CHCOHS302A Participate in safety procedures for direct care work**

### **Elements**

Identify manual handling hazards, assess related risk and follow risk minimisation procedures  
Identify sources of risks to personal safety, assess the level of risk and follow risk minimisation procedures  
Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others  
Identify other hazards and assess risk  
Follow procedures and strategies for risk control  
Contribute to OHS in the workplace

## **CHCORG5B Maintain an effective work environment**

### **Elements**

Work to achieve identified outcomes  
Establish and maintain appropriate work relationships  
Facilitate operation of the workgroup  
Review and develop own performance

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### **CHCAD1C Advocate for clients**

#### **Elements**

Assist clients to identify their rights and represent their own needs  
Advocate on behalf of clients on request  
Advocate for clients

### **CHCDADMIN3B Undertake administrative work**

#### **Elements**

Maintain accounts  
Participate in budgeting processes  
Operate equipment  
Maintain equipment  
Monitor equipment use and needs

### **CHCCD1B Support community participation**

#### **Elements**

Work with individuals and the community to promote participation  
Support existing community activities

### **CHCCS6B Assess and deliver services to clients with complex needs**

#### **Elements**

Assess and analyse client needs to ensure they can be met  
Identify and provide for the delivery of services to meet client needs  
Evaluate client service delivery

### **HLTFS7A Follow basic food safety practices**

#### **Elements**

Maintain food safety while carrying out food handling activities  
Comply with personal hygiene standards

### **HLTFS10A Apply and monitor food safety requirements**

#### **Elements**

Implement the food safety program  
Assist in the identification of breaches of food safety procedures

### **HLTFS9A Oversee the day-to-day implementation of food safety in the workplace**

#### **Elements**

Monitor the implementation of the food safety program in the workplace  
Take corrective action when a food safety hazard is found not to be in control  
Maintain food safety in the workplace

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## **HLTGM7A Carry out work in a food handling area**

### **Elements**

Maintain food safety while working in a food handling area  
Maintain food handling area in a clean and orderly state

## **HLTNA2A Plan and evaluate meals and menus to meet recommended dietary guidelines**

### **Elements**

Identify the nutrients and food group serves recommended for good health for client/patient groups  
Plan and develop menus  
Plan and develop menus in accordance with relevant Dietary Guidelines  
Identify the most common lifestyle related diseases and disorders and dietary links  
Evaluate meals and menus

## **HLTNA3A Plan and/or modify meals and menus according to nutrition care plans**

### **Elements**

Identify conditions requiring a nutrition care plan most commonly encountered by the client/patient group  
Identify the special nutritional and dietary needs of client/patient groups  
Develop or modify meals and menus to meet the special nutritional and dietary needs of client/patient groups  
Plan meals to meet the nutritional needs of 'at risk' groups

## **HLTNA4A Plan meals and menus to meet cultural and religious needs**

### **Elements**

Select meals to meet food-related cultural and religious needs of client/patient groups  
Develop menus to meet the cultural and religious needs of client/patient groups

## **HLTFS2A Prepare foods suitable for a range of food service settings**

### **Elements**

Identify the client/patient groups in a range of settings  
Select appropriate foods for specific client/patient groups, preferably with assistance of dietician  
Prepare, cook, serve and evaluate meals suitable for the specific client/patient group  
Follow OHS principles for self and clients/patients  
Evaluate work performance