

West Coast HOMECARE



Your care is our business

GENERAL INFORMATION FOR INDEPENDENT CONTRACTORS



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1. INTRODUCTION

Welcome to West Coast HomeCare

West Coast HomeCare is a non government organisation providing assistance to enable people who are ageing or with a disability to remain in their own home safely. To be eligible for services, clients are assessed as per the Home and Community Care guidelines. (HACC)

West Coast HomeCare is a brokering agent for services and therefore does not employ people to provide these services. Services are brokered on behalf of the client with appropriately qualified and skilled independent contractors through individual client contracts for service.

We proudly provide professional care to people in Port Lincoln and Lower Eyre Peninsula and require care workers to provide quality client services in a safe and respectful manner.

Types of assistance

Domestic – House cleaning and Laundry

Personal care – Assistance with showering and dressing Certificate 3 in Aged, Disability or Community Services (Cert 3 only)

Respite – Relief for carers

Shopping – With or without client

Transport – Medical appointments where family not able

Social support - Outings

Home maintenance – Safety household maintenance

Security visits - Medication checks (Cert 3 only)

2. WHAT IS AN INDEPENDENT CONTRACTOR

Independent contractors are self employed and contracted by West Coast HomeCare. Contractors work to a written contract with West Coast HomeCare and clients to assist in the provision of services required. Working as a contractor allows you to determine the flexibility in your working hours – you decide how much and when!

The West Coast HomeCare Manager will facilitate arrangements for services between you and the client ensuring that both the needs of the client and the contractor can be met including such details as, when and how much you will be paid.

- As per the Aged Care Act (1997) you will need to have a Police check completed.

- As you are self employed you need to obtain an ABN (Australian Business Number) from the Australian Taxation Office prior to commencement of work.
- As a self employed contractor you are responsible for establishing your “fee for service” – however West Coast HomeCare has guidelines as to what is reasonable.

As you will be entering many private homes and working with many different clients it is very important that you uphold the strict West Coast HomeCare guidelines regarding confidentiality. These guidelines comply with the Aged Care Act (1997) and have been established for the protection of the client’s privacy. You will be asked to sign a confidentiality agreement.

3. CLIENT NOMINATED CONTRACTOR

A client nominated contractor is identified by the client as the person they want to provide specific services for them only. You are still required to follow the same obligations for general contractors.

The client and nominated contractor are required to sign a waiver that absolves West Coast HomeCare from any duty of care responsibilities.

4. OBLIGATION OF THE CONTRACTOR

The Contractor will use his or her best endeavours to provide services that are tailored to the particular client’s needs, condition and expectations. If issues arise between the contractor and client please discuss with the nominated Care Manager.

The contractor arranges with the client when the service will be provided and it is the contractor’s responsibility to contact the client if unable to keep this agreed time. Contracts are brokered for a specific agreed period and outline the required tasks to be undertaken. West Coast HomeCare will only pay for services delivered to the client as per the contract and within the specified dates of the contract.

To ensure quality client services are provided it is important for all contractors to exercise reasonable care and skill, and comply with all legislation, regulations, by-laws and other regulated legislation, in providing the services. West Coast HomeCare has a policy regarding complaints which outlines the process for addressing complaints.

Within this agreement a contractor is to refuse any gifts or remuneration of any kind from the client without consultation with the Care Manager.

Any discussion dealing with Estates and financial matters must be promptly brought to the attention of the Care Manager.

5. THE CONTRACTS

Contracted services may only be provided when the client and or carer is present in the home at all times.

This contract incorporates:

- Independent contractor to supply the necessary equipment eg house hold cleaning products to enable the performance of the appropriate work.
- The contract agreement will specify the time and date which the work is to be completed by. Please check dates on your contract.
- The contract specifies the type of work to be performed. e.g. domestic is cleaning only not weeding the garden.
- A contractor is responsible for their workload management and the number of contracts they accept.
- A contractor has the right to refuse a contract.

The Care manager will facilitate the need for services between the Client and the Contractor. If the client indicates to the contractor a change in service requirements it is the responsibility of the contractor to report this information directly to the Care Manager or Office Staff at West Coast HomeCare.

6. FINANCIAL MATTERS

As you are a self employed contractor and responsible for your own work commitments, West Coast HomeCare is not responsible for:

- loss of wages due to illness or work place negligence (**sick leave**)
- Holiday pay
- Superannuation

West Coast HomeCare does not deduct any tax from your payments or provide a group certificate

You are responsible for:

- Maintaining your own record for taxation purposes eg: receipts for cleaning products
- West Coast HomeCare recommends that Contractors obtain their own taxation advice, particularly in respect to requirements to be registered for GST etc.

If you are receiving Centrelink payments, West Coast HomeCare may be asked to provide income statements of your earnings.

7. INSURANCE

Insurance Cover Required of Contractors: - Public Liability, Personal Accident Insurance

As a self employed contractor you are responsible for organizing your own insurance. You may choose to purchase your insurance through the master policy set up by West Coast HomeCare on behalf of Contractors or purchase a policy of your own.

A) West Coast HomeCare

Administers insurance at a cost to the contractor of 50 cents per hour. This cost will be sufficient to pay the premium for the master Insurance Policy and West Coast HomeCare reasonable costs of effecting insurance for Contractors pursuant to such Policy and administering such policy.

B) Independent Insurance

Contractor organizes own Public Liability and Personal Accident insurance for an amount of not less than \$5,000,000. This is evidenced by the Contractor providing a copy of the current policy or confirmation from the insurer.

West Coast Home Care will only register people willing to have insurance cover.

8. MOTOR VEHICLE

If you use your vehicle to transport clients, it is your responsibility to ensure that you have appropriate motor vehicle insurance.

Approved West Coast HomeCare contractors are requires you to ensure that clients are only transported in registered vehicles that have Third Party Property Insurance cover as a minimum.

Some insurers may have special requirements when clients are transported in vehicles that they insure. It is your responsibility to know what your taxation and insurance company requires. (Log Book)

9. OCCUPATIONAL HEALTH AND SAFETY

As a self employed Contractor, you have a personal responsibility for your own occupational health and safety, as specified in the Occupational Health, Safety and Welfare Act 1986

Under Part 111, Section 22 (a) and (e):-

A self employed person shall take reasonable care –

- (a) To protect his or her own health and safety at work
- (b) To avoid adversely affecting the health and safety of any other person.

To ensure our Duty of Care responsibilities and further information we encourage all Contractors to attend an OH&S information seminar.

Further information can be accessed at website;
www.safework.sa.gov.au

Thank you for enquiry – please speak to our staff if you are interested in becoming a self employed contractor for West Coast HomeCare

