

Position Description



healthAbility



Healthy Bite
Dental

Position Title:	In-Home Community Support-Domestic Assistant (Cleaner)	Approval Date:	June 2019
Authorised By:	CEO/ General Manager Clinical and Community Services	Review Date:	June 2020

SERVICE OVERVIEW

healthAbility and Healthy Bite Dental are operating divisions of Nillumbik Community Health Service Ltd. They operate quality, accredited, non-profit health services under the governance of its own Board of Directors.

Vision: Inspiring People and Communities to be Healthier and Inclusive

Values:	Respect	Equity, fairness, dignity and respect underpin all interactions.
	Integrity	We are honest, fair and inclusive.
	Collaboration	We work together to inspire both our colleagues and the community in which we serve.
	Accountability	We are accountable to all stakeholders by engaging in inclusive service planning and evaluation.
	Responsiveness	Everyone who interacts with us is given a timely and informed response.
	Innovation	We inspire through creating new and effective ideas, processes and methods to meet the needs of the community we serve.

All Employees must behave in accordance with our vision and values.

POSITION OVERVIEW

Job Purpose	Domestic Assistants will be responsible for ensuring that consumer's homes are kept in a clean, hygienic and homely condition according to the individual needs and wishes and in accordance with healthAbility standards.
Duties and Responsibilities	<p>The following list gives examples of the type of duties you may undertake. All of these should be completed in a manner which encourages consumers towards the maximum degree of independence and activity appropriate to their abilities;</p> <ol style="list-style-type: none"> 1. General domestic cleaning and tidying 2. Vacuuming and dusting 3. Washing floors and other surfaces

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	<ol style="list-style-type: none"> 4. Emptying of domestic rubbish bins 5. Cleaning bathrooms, toilets, kitchens, living rooms, bedrooms and hallways 6. Removing cobwebs from ceilings and walls 7. Laundering sheets, towels and personal clothing on the premises 8. Changing bedding 9. Any reasonable task requested by the consumer or healthAbility Management team 10. Participate in mandatory training and continuing education, including the orientation and induction sessions 11. Participate in staff and team meetings if required 12. Identify work processes and practices that are not working to their maximum and present possible strategies for improvement to the IHCS Coordinator 13. Assist in the maintenance of a safe working environment for all staff, consumers, visitors and volunteers 14. Use documented risk management process to eliminate or minimise OH&S risks where appropriate 15. Comply with OH&S instructions, Policies & Procedures; using and maintaining safety devices and personal protective equipment correctly 16. Assist in the management of complaints relating to the provision of services 17. Assist in the planning and implementation of continuous quality improvement activities across the Service 18. Report to the IHCS Coordinator any significant changes in the needs, health or circumstances of any consumer within 1 hour of becoming aware of change
Qualifications	<p>Nil required</p> <p>Desirable - Cert III in Individual Support</p>
Experience	<ul style="list-style-type: none"> • Previous experience in domestic duties/cleaning • Previous experience in supporting people (aged and/or disability) in home or community setting is desirable
Skills	<ul style="list-style-type: none"> • Good numeracy & literacy skills • Effective communication skills • An understanding of people living with a Disability or older people's health related issues • Good organisational skills & time management

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	<ul style="list-style-type: none"> • An ability to handle emergency situations • Excellent interpersonal skills • Ability to work as a team member & autonomously • Intermediate computer skills • Advocate for consumers as required 				
Key Selection Criteria					
Mandatory	<ol style="list-style-type: none"> 1. Current Police Check. (Less than 3 months old at time of employment) 2. Current Working with Children's Check 3. Consent to DWES (Disability Worker Exclusion Scheme) Check 4. Current Victorian Drivers Licence and a reliable vehicle 5. Have a working smart phone 6. Eligibility to work in Australia 7. Previous experience in domestic duties/cleaning 8. Adaptable to changing consumer needs and workplace circumstances 9. Commitment to the rights and dignity of people in all circumstances 10. Proven ability to effectively communicate with consumers and a willingness to be open to changing needs of the consumer 				
Desirable	<ol style="list-style-type: none"> 1. Current First Aid (Level 2) & CPR 2. Cert III in Individual Support 3. Previous experience in supporting people (aged and/or disability) in home or community setting 				
KPIs/Performance Goals	<ul style="list-style-type: none"> • Compliance with healthAbility policies and procedures • Demonstrated participation in continuous improvement and occupational health and safety • Written and verbal communication, including record keeping, to an agreed standard • Good consumer and family feedback • Good IH&CS Coordinator feedback • Demonstrated flexibility and teamwork 				
Service/Program	In Home & Community Support (IHCS) Program				
Reports	<table border="1"> <tr> <td>Job reports to ...</td> <td>Direct reports ...</td> </tr> <tr> <td>IHCS Coordinator</td> <td>N/A</td> </tr> </table>	Job reports to ...	Direct reports ...	IHCS Coordinator	N/A
	Job reports to ...	Direct reports ...			
IHCS Coordinator	N/A				
Award/EBA	Social, Community, Home Care and Disability Services				

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	Industry Award 2010
Classification	SACS Worker Level 1 - Pay Point (dependant on experience & qualifications)
Terms and Conditions	<p>Status</p> <p>Full time <input type="checkbox"/></p> <p>Part time <input type="checkbox"/></p> <p>Casual <input checked="" type="checkbox"/></p> <p>Terms</p> <p>Permanent <input type="checkbox"/></p> <p>Fixed term <input type="checkbox"/></p> <p>Contract <input type="checkbox"/></p>
	Working Days: Weekdays Mon - Fri
<p>Requirements for all healthAbility and Healthy Bite Dental roles:</p> <ul style="list-style-type: none"> • A Police Record Check and Working with Children Check will be required in accordance with government funding requirements and legislation. • All employees must provide 100 points of identification upon commencement. • All employees must be permanent residents of Australia or hold a current, valid visa. • A current Victorian Driver’s Licence (where driving is a component of the role) • A probationary period of 6 months applies unless otherwise stipulated. • All employees must abide by the organisations Policies & Procedures. • All employees may be required to work across any of the organisations sites, and in consumer’s homes. • All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct. • healthAbility and Healthy Bite Dental has a zero tolerance to bullying and harassment type behaviour. 	

DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

Pre-existing injury/condition? Yes No

If yes, please provide details:

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Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. healthAbility is an Equal Opportunity Employer.

Signed (employee): _____

Date: _____