

<b>Position title</b>	Domestic Support Worker
<b>Position holder</b>	Vacant
<b>Program</b>	Community Assist
<b>Funded by</b>	Commonwealth and State Departments
<b>Based at location</b>	Horsham, Stawell or Ararat
<b>Responsible to</b>	<ul style="list-style-type: none"> <li>• Senior Response Officer Community Assist</li> <li>• Program Leader Community Assist</li> <li>• Manager Healthy Communities and Direct Support</li> </ul>
<b>Direct reports</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	Home Care Employee – Level dependent on qualifications and experience
<b>Hourly rate</b>	\$22.94 to \$27.55
<b>Status</b>	Part time/Casual (Casual +25% casual loading on hourly rate)
<b>Hours per week</b>	As per contracted hours
<b>PD last updated and approved by CEO</b>	February 2022

### Position summary

The Domestic Worker is responsible for delivering a range of practical, basic household tasks for older people, people with disabilities, their families and carers, and in some circumstances shopping assistance, to assist the client retain their independence and enhance their quality of life.

### Key responsibilities

1. Assist with domestic assistance tasks including cleaning of clients' homes and shopping on behalf of clients as directed and agreed to by GCH.
2. Provide a range of practical, basic household and shopping tasks that may include:
  - cleaning tasks the clients need support to complete including sweeping, mopping, vacuuming, laundry and cleaning dishes
  - assisting with meal preparation
  - assisting with light gardening
  - maintaining a safe hygienic living environment
  - accompanied or unaccompanied shopping
3. Act in accordance with relevant codes of conduct and observe all appropriate practices and procedures accordingly.
4. Report any concerns to line manager.
5. Other duties commensurate with current skills, competence, training and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
6. Some on-call may be required.
7. Participate in/attend team meetings as requested.
8. Complete all tasks in a manner consistent with policies and procedures.

## Key selection criteria

### Qualifications

- On the job training can be provided for this role.
- Although not required for this role, highly regarded qualifications include;
- Certificate 3 in the following is highly viewed, Home & Community Care or in Aged Care, Cert 3 in Personal care, or Certificate 4 in Disability, and Recreation, Leisure, Activities, Diversional Therapy

### **Mandatory**

- First aid qualification

### **Demonstrated skills, experience and/or understanding of:**

- Knowledge of cleaning procedures and practices.
- Ability to read and follow instructions.
- Ability to prepare meals and snacks.
- Knowledgeable of safety practices.
- Ability to meet physical requirements, such as lifting, bending, and standing for duration of shift.
- Ability to maintain consumer confidentiality and a clear understanding of rural confidentiality issues.
- Ability to solve problems efficiently and effectively.
- Ability to communicate effectively and empathetically with clients and across a broad range of people at all levels.
- Ability to work without direct supervision, but within directed framework.
- Ability to prioritise time and organise work according to directed tasks.
- Good observation and reporting skills.
- Flexibility and compatibility in providing non-judgemental support to meet a wide range of assessed needs.
- Ability to undertake repetitious, physically demanding tasks.
- Knowledge and use of computers including MS Office and the Internet.
- Demonstrated ability to contribute to positive workplace culture and practices.

### **Licences and registrations**

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Full COVID-19 vaccination status from MyGov or Medicare or
- Certified evidence of medical exemption for COVID-19 vaccination
- NDIS Worker Screening Check

### **Personal attributes**

- Ethical and inclusive
- Self-disciplined
- Collaborative and supportive
- Flexible and resilient
- Confidential

## Conditions of employment

This position is ongoing and is subject to:

- Successful completion of a six-month probationary period
- Full COVID-19 vaccination status from MyGov or Medicare or
- Certified evidence of medical exemption for COVID-19 vaccination

And requires the following checks:

- Satisfactory police check
- NDIS Worker Screening Check

**Note:** Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

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## Employee acceptance of position:

Employee signature

Vacant

Date

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