

Position title	Domestic Support Worker
Position holder	Vacant
Program	Community and In-Home Assist
Funded by	Commonwealth and State Departments
Based at location	Horsham, Stawell or Ararat
Responsible to	<ul style="list-style-type: none"> • Senior Response Officer • Program Leader Community Assist • Manager Healthy Community and In-Home Assist
Direct reports	<ul style="list-style-type: none"> • None
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Home Care Employee – Level dependent on qualifications and experience
Hourly rate	\$29.81 to \$31.64 (+ 25% casual loading on hourly rate)
Status	Part time/Casual
Hours per week	As per contracted hours
PD last updated and approved by CEO	January 2025

Position summary

The Domestic Support 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

- No formal qualification is required and on the job training will be provided.

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.
- 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.

Desirable

- Full COVID-19 vaccination status (including booster).
- 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.

Demonstrated skills and experience

- 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)
- Current Employee Working With Children Check
- Current NDIS Worker Screening Check

Personal attributes

- Empowering
- Professional
- Inclusive
- Courageous
- Compassionate

Conditions of employment

This position is ongoing and is subject to successful completion of a six-month probationary period

And requires the following checks:

- Satisfactory police check
- Employee Working with Children 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.

Required training

- Sentrient online learning management system courses as required.
 - First Aid/CPR.
 - 'Quality, Safety and You' – NDIS Worker Orientation Module.
 - NDIS Supporting Effective Communication Module.
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Employee acceptance of position:

Employee signature

Vacant

Date
