

<b>Position Title</b>	Domestic Assistant
<b>Division</b>	Environmental and Maintenance
<b>Classification</b>	Cleaning Services Award (MA000022) – Cleaning Services Employee – Level 1
<b>Employment Status</b>	Casual
<b>Reports to</b>	Scheduling Manager
<b>Direct Reports</b>	Nil
<b>Location</b>	Multiple - Wodonga, Wangaratta, Bendigo, Ballarat,

### ABOUT US

Community Accessibility was founded in 1998 and is a not-for-profit organisation that provides transport services, community activities and home-based care to enable the elderly and people with disabilities to maintain their independence and community inclusion.

Community Accessibility has six main offices, which are in Wodonga, Wangaratta, Shepparton, Ballarat, Bendigo, and Thomastown, and provides NDIS and Aged Care services throughout regional Victoria. Currently, there are more than 190 staff and 200 volunteers that make up the Community Accessibility team.

Community Accessibility works in partnership with clients, carers and other professionals providing, high quality and flexible services. Through leadership, and a dedicated team of staff and volunteers, we promote social well-being and independence.

### ABOUT THE ROLE

The primary function of the Domestic Assistant is to provide support to participants living within community, or assisted accommodation, to remain independent and to access their communities.

Domestic Services will provide regular housekeeping duties. This may include, sweeping, mopping, vacuuming, changing beds and cleaning dishes. Domestic Assistants are often required to work unsupervised and support and encourage participation in a range of community-based activities of their choice.

### KEY RESPONSIBILITIES

- Undertake routine cleaning tasks in line with the participant's schedule. Tasks include but not limited to; cleaning of toilets and high touch point areas, mopping, wiping down surfaces, and other duties as requested.
- Knowledge of cleaning procedures and practices
- Ability to assist with preparation of meals and snacks
- Report any incidents or hazards that impact on the safety of the workplace
- Assist in the monitoring of participants during service provision
- Work unsupervised with participants
- Represent the organisation while performing your duties
- Regard all information about the participant you are supporting in the course of your work as confidential

- Identify and apply the ethics of working in a person's home
- Apply hygiene and infection control procedures
- Reflect the principles of Duty of Care at all times during your work
- Complete notes and documentation as and when required
- Ensure necessary documentation is completed as required and in a manner which reflects outcomes for the individual
- Apply hygiene, personal care, and infection control procedures
- Work in a safe manner, adhering to all occupational health and safety (OH&S) requirements and report all hazards and incidents through the organisation's OH&S processes.
- Comply with organisational policies and procedures including the Code of Conduct and instrument of delegation.
- Other duties as directed.

## KEY SELECTION CRITERIA

### Knowledge and Skills

- Perform push/pull, reaching, grasping, fine manipulation tasks including lifting items up to 10kgs.
- Possess the physical ability to carry out cleaning duties which involve frequent bending, reaching/stretching, squatting, repetitive lifting and standing for lengthy period.
- The incumbent requires the proficiency to use specialised cleaning equipment, materials, and chemicals.
- Ability to work with minimum supervision
- Good communication skills, both written and verbal
- Model organisation's values, through own behaviour, demonstrating a commitment to Community Accessibility's values and making a positive contribution to workplace harmony and co-operative team behaviour.

### Personal Attributes

- **Resilience** – Maintain a positive attitude and consistently deliver quality work in the face of challenging situations.
- **Flexibility and adaptability** - Adjust approach in line with changing priorities, is open to acquiring and developing skills and knowledge, adapt to new ways of working.
- **Respect** – treat all people with respect and dignity and recognise the value of every person.

### Leadership Capabilities

- **Leader mindsets** - Exemplify behaviours that engage, motivate, and inspire others and demonstrate positive organisational culture.
- **People** - Collaborate at all levels.
- **Performance** – Contribute to organisational and system performance to deliver better outcomes for vulnerable Victorians and adopt a continuous improvement approach.

## QUALIFICATIONS AND EXPERIENCE

### Mandatory:

- Good communication and interpersonal skills
- Good knowledge of and commitment to safe working practices

- Commitment to training and education as required to maintain and improve knowledge and skills pertinent to role
- Be flexible within your hours of work, including weekend and overnight work
- First Aid certificate (or willingness to complete one)
- NDIS Workers Screening
- Working with Children Check
- A current Criminal Check
- A current driver’s licence.

**Desirable:**

- A knowledge of and demonstrated commitment to the principles and practices of Equal Employment Opportunity and Workplace Health and Safety and with an ability to apply them in the workplace.
- Certificate III Cleaning Operations
- Safe Chemical Handling Certification or willingness to obtain one

**EMPLOYMENT CONDITIONS**

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa necessary for the nature of the position.
- All new appointments will be subject to a pre-employment clearance of NDIS Workers Screening, Working with Children Check and a Qualification Check where there is a requirement for a mandatory qualification.
- All new employees will be subject to a probation period of six months.
- Employees are covered by the Cleaning Services Award (MA000022). The collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014

As the occupant of the position, I have noted the role and responsibilities as detailed in this document.

**Employees Signature:** .....  
Date

**Managers Signature:** .....  
Date