

**NORTH STRADBROKE ISLAND
ABORIGINAL & ISLANDERS
HOUSING CO-OPERATIVE
SOCIETY LTD**



DOMESTIC ASSISTANT - PERMANENT, PART-TIME OPPORTUNITIES

The Minjerriba Respite Centre is looking for suitable candidates for the position of Domestic Assistant. This is permanent, part time role that provides domestic cleaning services to our aged care client in their homes that has flexible day-time hours.

The Minjerriba Respite Centre provides a range of in-home Services to support clients to maintain their lifestyle and independence and continue to live in their home in the community.

We are looking for an exceptional candidate that has a passion for working with aged care clients and to make a real difference in our clients lives.

The key requirements of the position include

- Ability to undertake the physical requirements of domestic cleaning

- Drivers license and the ability to drive
- An up-to-date Criminal History Check.
- Self-directed with a passion for working with aged care clients

Applicants are strongly encouraged to be Covid vaccinated, prior to commencement.

More information, including the full position description and key requirements of the role, can be found at nsihousing.org

If you would like to discuss the role, contact Ben Thomson on 07 3409 9340 or email admin@nsihousing.org

Your application should include a current resume/CV and an address to the key requirements and be emailed to admin@nsihousing.org

WWW.NSIHOUSING.ORG



North Stradbroke Island Aboriginal and Islanders Housing Cooperative Society Ltd

Position Title	Domestic Assistants
Location	Minjerriba Respite Centre
Employment Status	Casual
Position Reports to	Minjerriba Respite Manager
Positions Direct Reports (if applicable)	N/A
Award	Social, Community, Home Care & Disability Services Industry Award 2010
Date Approved	Feb 2021

Organisational context/environment

Minjerriba Respite Centre provides services to all home and community care eligible residents and visitors to North Stradbroke Island.

Minjerriba Respite Centre aims to provide clients and carers with a co-ordinated, flexible, and timely service. Our centre provides services to suit clients and their family and assist enhancing lifestyle and independence.

Purpose of Position

The purpose of the Domestic Assistant position is to provide domestic cleaning services in client homes ensuring that high standards of cleanliness and hygiene are maintained at all times whilst adhering to policy and guides on chemical use and health and safe practices.

Duties and Responsibilities

Domestic assistance duties which may include:

- Sweep, mop and/or vacuum all parts of the clients' living areas.
- Scrub and wash clients' bathroom and bathroom surfaces (showers, toilets, basins)
- Dust and clean doors, door handles, walls, skirtings, ceilings, fans and air conditioners in client living areas.
- Dust and wipe down all furniture surfaces in clients home
- Perform laundry tasks (washing and drying, ironing, sorting and redistribution of clothing as required).
- Removal of home rubbish
- Operate cleaning equipment and use of chemicals in a correct and safe manner.
- Conduct cleaning audits of responsible areas and take appropriate action as required.
- Comply and complete tasks using designated cleaning products (including following instruction and work practice on chemical usage and use of PPE where required).
- Comply and complete any required documentation in the required timeframe;

- Report to management any changes observed in client, the house, or any other relevant aspects of the situation;
- Report any hazards in the workplace to management;
- Regularly attend meetings and ensure you are aware of any changes to policies and procedures;
- Refer any client's requests/needs to management especially if there are changes in the clients circumstances, behaviours or needs;
- Comply with workplace health and safety policies and procedures.
- Other duties as directed by management

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. The Housing Co-op can direct you to carry out duties which it considers are within your level of skill, competence and training.

Key Requirements

1. Demonstrated ability to provide a cleaning service of a high standard that meets the requirements and standards of the clients care plan.
2. Sound knowledge of and a common sense approach to chemical handling, usage and storage.
3. Demonstrated understanding and respect of cultural needs and requirements of clients;
4. Demonstrated ability to work autonomously with limited supervision and the ability to work as an effective team member.
5. Effective time management skills including an ability to manage multiple tasks and prioritise tasks.
6. Demonstrated ability to exercise discretion and maintain confidentiality.

Additional Factors

- Maintain a current drivers licence
- Double Vaccinations (Covid 19) as a health care setting
- 3 yearly police checks and licences reviewed annually and kept up to date
- Risks factors relating to repetitive, manual handling tasks including transfer of cleaning equipment (vacuum, brooms, mop and bucket) and cleaning products.