

POSITION DESCRIPTION



Position Title:	Domestic Assistant
Award:	Hobart District Nursing Service Inc. Non-Nursing Agreement 2020
Classification:	Support Services Employees Personal Care Workers - Level 3
Reporting to:	CSW Operational Team Leader
Date Approved:	28/04/2021
Approved By:	Sally Faulkner, Chief Executive Officer

ORGANISATIONAL PURPOSE

The District Nurses (TDN) has been delivering in home community health care to Tasmanians for over 120 years maintaining a primary healthcare focus in all our services.

We are a not for profit, charitable organisation that is not affiliated with any residential age care service or religious organisation.

Our Purpose “Committed to Care” reflects our overarching intent which is to provide the right care to the right client at the right time in a manner which is consultative and inclusive of all our clients, their families and carers.

Our services utilise a wellness approach which builds on the strengths and capacities, abilities and goals of clients and places emphasis on the supports necessary to regain or retain these abilities.

Our services aim to maximise client independence and autonomy and also maintain or improve health and wellbeing.

The District Nurses (TDN) deliver services through the Commonwealth Home Support Program (CHSP) and Home Care Packages Program (HCP), the Home and Community Care Program (HACC), The Department of Veterans Affairs (DVA) Nursing and Home Care, and a number of private brokerage contracts.

OUR VISIONS AND VALUES

Our vision is to be Tasmania’s most trusted community healthcare provider

We adhere to the following values in our day to day operations:

- Commitment
- Equality
- Trust
- Versatility
- Excellence
- Transparency

POSITION OBJECTIVES

To ensure consumer homes are kept in a clean, hygienic and homely condition according to the consumers individual needs.

COMMON RESPONSIBILITIES

- Basic household tasks;
 - Vacuuming/cleaning/mopping of internal “lived in” areas (bedroom, hall, lounge, bathroom, kitchen),
 - Dishwashing, cleaning benchtops and appliances, basic cleaning of ovens and refrigerators
 - Cleaning laundry and bathroom areas, basins, baths, shower recesses and toilets
 - Changing bed linen, and
 - Washing and ironing personal clothing.
- Encourage and promote independence and the development of coping strategies
- Monitor consumers circumstances and needs, ensure any concerns or changes are reported immediately, and
- Encourage consumer participation and independence in household tasks where appropriate
- Attend in service meetings when scheduled

KEY RESPONSIBILITIES

- To assist consumers or family units with daily living requirements by providing a practical, basic household cleaning service, as determined by the care plan.
- A cleaner’s scope of practice does not include duties of a nursing or community support nature (i.e. wound management, personal care or medication assistance)
- Provide services to consumers and their families in a professional manner, working within TDN policies and procedures.
- Provide feedback to relevant Manager on a regular basis, reporting changed consumer needs in a timely fashion.

KEY BEHAVIOUR REQUIREMENTS

All TDN employees must abide by the TDN *Code of Conduct*. In addition to this, employees will undertake their duties in a manner that supports the Organisation’s mission and values through demonstrating:

- **Integrity:** Honesty, open and transparent, admit mistakes, maintain confidentiality, fairness, builds trust
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** understands roles, uses resources wisely, delivers on time, timely decision making, achieves goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives, provides feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** supports creativity and innovation, proactive and solution focused, seeks out opportunities, embraces quality improvement, professionalism.

ORGANISATIONAL RELATIONSHIPS

Reports to: CSW Operational Team Leader

ESSENTIAL REQUIREMENTS

Evidence of the following must be provided prior to appoint to the position:

- National Police Conviction Check
- Working with Vulnerable children/people check (Employee)
- Current Australian drivers license
- First Aid Certificate
- Pre-employment Medical

SELECTION CRITERIA

1. Demonstrated knowledge of safe work practices
2. Previous experience working as a cleaner in a community environment.
3. Ability to work independently and to respond appropriately to situations, including emergencies
4. Good time management skills.
5. Good interpersonal skills and empathy for the elderly.
6. Awareness of special needs including cultural and linguistic concerns
7. Proof of industry training and a commitment to ongoing professional development
8. Basic computer literacy

WORKING ENVIRONMENT

TDN is committed to providing the highest levels of healthcare and services, and values equity and diversity with a zero tolerance policy on discrimination. We also value initiative, flexibility, creativity, teamwork, our code of conduct, workplace health and safety, performance management and development and the capacity to make a difference.

TDN offices and vehicles are designated as smoke free working environments.

SAFE PRACTICE AND ENVIRONMENT (SPE)

The primary responsibility for implementing safe work practises and maintaining a safe working environment lies with management. Employees also have responsibilities in regard to SPE. These include:

- Taking responsibility for one's own health and safety
- Looking out for the safety and welfare of your colleagues
- Follow safe work practises and use personal protective equipment (PPE)
- Comply with organisational SPE and Risk Management policies and procedures.
- Participate in SPE training
- Report hazards and accidents / injuries
- Support other Managers in their SPE responsibilities.

