

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Domestic Assistant		
Agreement:	The District Nursing Service Non-Nursing Agreement 2020		
Classification:	Support Services Employees Personal Care Workers – Level 3		
Approved By:	Chief Executive Officer	Approved Date:	7 th January 2022

POSITION OBJECTIVE

Provide domestic assistance to consumers to maintain a clean and healthy environment to live in. This is to promote independence and enhance the quality of life while consumers remain in their own home.

POSITION RESPONSIBILITIES

Key Work Activities	Work Performance Requirements
Domestic Assistance	<p>Provide basic cleaning tasks to ensure consumers can remain in a clean and hygienic home. Tasks include;</p> <ul style="list-style-type: none"> • Vacuuming and mopping • Dusting and cleaning surfaces • Cleaning bathrooms and toilets • Cleaning easily accessible windows • Changing bed linen • Washing and ironing personal clothing
Follow a Care Plan	<ul style="list-style-type: none"> • Ensure the consumer's care plan is read, understood and tasks to be completed within the allocated timeframes. • To promote consumer directed care by being flexible and adaptable.
Documentation	<ul style="list-style-type: none"> • Monitor consumers circumstances and needs and ensure any concerns or changes are reported immediately. • To ensure the health, safety, and wellbeing of the consumer, report any incidents and/or hazards identified and correct minor hazards.

ORGANISATIONAL RELATIONSHIPS

Reports To:	CSW Operational Team Leader
Supervises:	Nil Reports
Key Working Relationships with:	Consumers and their carers/family

QUALIFICATIONS AND COMPETENCIES

ESSENTIAL REQUIREMENTS:	<ul style="list-style-type: none"> • National Police Check • Work with Vulnerable People/Children check (Employment registration) • Current Australian Drivers Licence and have a registered vehicle with comprehensive insurance • Evidence of vaccination against Flu and Covid • First Aid Certificate
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**DESIRABLE
REQUIREMENTS:**

- Certificate III – Cleaning Operations
- Basic Computer Skills
- Good Literacy Skills

SELECTION CRITERIA

1. Demonstrated knowledge of safe work practices
2. Previous cleaning experience
3. Ability to work independently and respond appropriately to situations including emergencies
4. Ability to follow care plans and perform duties in a timely manner
5. Good interpersonal skills, demonstrates empathy and confidentiality

PHYSICAL REQUIREMENTS

Applicants must successfully complete an Occupational Health Assessment prior to commencing employment at The District Nurses. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment as you may be deemed unfit for duty.

The Functional requirements of this position include:

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual Handling – Weights above 10kg			X	
Manual Handling – Weights below 10kg			X	
Manual Handling frequency			X	
Repetitive manual work			X	
Working with arms above head				X
Lifting above shoulder height				X
Using hand tools – (powered)				X
Wearing hearing protection				X
Wearing eye protection				X
Wearing gloves (personal protective)				X
Working in wet/slippery conditions				X
Working with chemicals/solvent/detergents				X
Washing hands with soap			X	
Working in confined places				X
Performing clerical/administrative duties		X		
Working on a keyboard		X		
Driving fleet vehicles (manual and automatic)			X	
Driving on suburban and rural roads, highways (sealed and unsealed roads)				X
Driving at night				X
Wearing polyester clothing				X
Exposure to animals				X
Exposure to environments whereby people have been smoking				X

EMPLOYEE DECLARATION

In signing this declaration I acknowledge that I, _____
have been advised of the requirements and conditions of this appointment based on this Position Description.

Signature		Date	
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MANAGER COMPLETION

Signature		Date	
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Name		Position	
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