

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 2		
Approved By:	Justine Barwick	Approved Date:	29/08/2024

POSITION OBJECTIVE
<p>The Domestic Assistant supports the well-being and independence of aged and/or clients living with disability within the community by providing essential household services. This position involves visiting clients in their homes and assisting with a variety of domestic tasks to ensure a clean, safe and comfortable living environment. The Domestic Assistant also contributes to the overall care and support of clients by fostering positive relationships and promoting dignity and independence.</p>

POSITION RESPONSIBILITIES	
Key Work Activities	Work Performance Requirements
Follow Care Plans	<ul style="list-style-type: none"> Work according to each clients personalised care plan, ensuring that all tasks and services are aligned with their specific needs and preferences. Communicate any changes or updates to the care plan with the clients Care Coordinator/Case Manager or Manager.
Household cleaning and maintenance	<ul style="list-style-type: none"> Perform general cleaning duties including dusting, vacuuming, mopping, and tidying. Clean bathrooms, kitchens, and other living areas to maintain a hygienic environment. Change bed linens, make beds, and manage laundry tasks. Dispose of household waste and recycling appropriately.
Meal Preparation and Assistance	<ul style="list-style-type: none"> Assist with the preparation of simple meals or snacks according to clients' dietary needs. Ensure the kitchen and dining areas are cleaned and organised.
Unaccompanied Errands and Shopping	<ul style="list-style-type: none"> Assist clients with unaccompanied grocery shopping or unpacking delivered groceries. Assist clients with running unaccompanied essential errands.
Client Safety and Well-being	<ul style="list-style-type: none"> Monitor the safety of the client's home environment and report any potential hazards in the Incident Management System. Recognise and report any changes in clients' health or behaviour that may require further attention. Provide companionship and engage in friendly conversation with clients, helping to alleviate feelings of loneliness or isolation whilst maintaining professional boundaries.
Compliance and Documentation	<ul style="list-style-type: none"> Maintain accurate records of services provided during each visit, including notes on adherence to the care plan. Adhere to all company policies, procedures, and guidelines, including health and safety standards.

	<ul style="list-style-type: none"> Respect clients' privacy, dignity, and confidentiality at all times.
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ORGANISATIONAL RELATIONSHIPS

Reports To:	Support Worker Team Leader
Supervises:	Nil Reports
Key Working Relationships with:	External - Clients and their primary carers/family. Internal - Support Worker Manager, Scheduling team and the Administration team.

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 First Aid Certificate
DESIRABLE REQUIRMENTS:	<ul style="list-style-type: none"> Certificate III – Cleaning Operations Basic Computer Skills Good Literacy Skills

SELECTION CRITERIA

<ol style="list-style-type: none"> Demonstrated knowledge of safe work practices Previous cleaning experience Ability to work independently and respond appropriately to situations including emergencies Ability to follow care plans and perform duties in a timely manner Good interpersonal skills, demonstrates empathy and confidentiality

PHYSICAL REQUIRMENTS

<p>Working Conditions-</p> <ul style="list-style-type: none"> Physical Demands: This role involves regular physical activity, including bending, lifting, and carrying household items. Work Environment: The role is community-based, with work primarily conducted in clients' homes. Domestic Assistants are required to travel between clients' homes during their workday.

Applicants may be asked to 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	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 (afternoon shift only)			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

MANAGER COMPLETION

Signature

Date

Name

Position