



Job Description
Support Worker (Domestic Assistance)

REPORTS TO: Client Services Co-ordinator
LOCATION: North Perth
HOURS: Minimum of 10 hours per week
SALARY LEVEL: Non-Award, Perm Part time \$17.25/hr

PRIME RESPONSIBILITIES

To deliver quality Domestic Assistance to clients as listed in the individual care plan

KEY DUTY AREAS

- To provide high quality domestic support
- To provide assistance as per care plan
- To ensure that services are delivered with respect for the clients privacy and confidentiality
- To ensure a client focussed approach to services when dealing with clients and their families
- Compliance with VTF Policies and Procedures, and Local, State and Federal Government legislation
- Work as part of a team

PERFORMANCE DIMENSIONS

1.To provide high quality Domestic support

End Result: A comfortable and hygienic living environment for clients

Duties Include

- ◆ Assistance with vacuuming
- ◆ Clean bathroom(s)
- ◆ Clean kitchen benches and equipment
- ◆ Sweep and wash kitchen/bathroom floors
- ◆ Sweep porches/path
- ◆ Changing bed linen
- ◆ Laundry tasks/hangout
- ◆ Other tasks as directed

2. To provide assistance as per Care Plan

End result: Client receives a service appropriate to their needs

- ◆ Ensure that each service is delivered as per care plan
- ◆ Consult with the Client Services Co-ordinator if any disputes arise with clients
- ◆ Consult with the Client Services Co-ordinator if changes occur in client circumstances/needs

3. To ensure that services are delivered with respect for the Clients privacy and confidentiality

End Result: Clients privacy and confidentiality are maintained

- ◆ Ensure that all client records in the home are kept in the file provided
- ◆ Ensure that client details/conversations are not discussed outside the home
- ◆ Consult with the Client Services Co-ordinator should any conflict of interest occur

4. To ensure a client focussed approach to services when dealing with clients and their families

End Result: The main focus of the service is the client and their families

- ◆ Deliver the service that was developed in conjunction with the client (care plan)
- ◆ Consider client needs while ensuring that the components of the care plan are delivered in a sensitive manner
- ◆ Consult with the Client Services Co-ordinator if changes occur in clients needs/circumstances.
- ◆ Consult with the Client Services Co-ordinator if a dispute arises with clients

5. Compliance with VTF Policies and Procedures, and Local, State and Federal Government

legislation

End Result: Works within VTF and Government Guidelines

- ◆ Ensure VTF policies and Procedures, EEO, Privacy, OH & S and Anti-discrimination legislation are adhered to.
- ◆ Ensure that all funding body policies and procedures, guidelines and contractual obligations are carried out.
- ◆ Reports any incidences of workplace accidents and workplace hazards
- ◆ Perform work in a safe and healthy manner
- ◆ Use safety switch when working in clients home
- ◆ Use equipment/products as per instructions

7. Team work & Communication

End result: A harmonious work place

- ◆ Work as part of a harmonious team
- ◆ Participate in staff reviews
- ◆ Attend Staff meetings, planning days and other meetings as requested by the Client Services Co-ordinator
- ◆ Communicate effectively with clients to provide an excellent public image of VTF

SELECTION CRITERIA

ESSENTIAL:

1. Ability to provide high quality domestic support.
2. Empathy with Aged/Disabled clients.
3. Strong communication and interpersonal skills.
4. Ability and commitment to work as a team member.
5. Excellent time management skills, including the ability to prioritise and schedule work.
6. Willingness to promote and work within an independence building model.

DESIRABLE

1. Prior experience of Domestic/Commercial cleaning.
2. Good knowledge of the Aged Care/Community Sector.
3. First Aid Certificate.

Appointment Criteria:

1. Current driving licence and own transport.
2. Current Police Clearance.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE:

DATE:

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME

SIGNATURE

DATE

JDF last reviewed

Reviewer	Date