


Position description Domestic Support Assistant			
Position details:			
Position title:	Domestic Support Assistant	Reports to:	Manager HCP Manager CHSP
Department/Division:	Community Care	Direct reports:	Nil
Position:			
<p>Domestic Support Assistants provide domestic assistance to Goodwin Community clients to support them to remain living independently in their own home.</p> <p>Note: Goodwin is committed to ensuring the health and safety of all workers and as such there are limitations to the tasks employees can perform when undertaking domestic supports for Community clients. For details refer to <i>Guidelines for domestic supports policy</i>.</p>			
Key responsibilities:			
<ul style="list-style-type: none"> • Perform domestic tasks which include, vacuuming, mopping, sweeping, dusting, bathroom cleaning, toilet cleaning, kitchen cleaning, washing, folding and ironing – clothes/linen, waste disposal. • Provide quality domestic support tasks to clients as per care plans/service plans. • Ensure documentation is completed as required by policy and procedure. • Ensure all allocated work tasks are completed through effective prioritisation. • Ensure incidents/events are reported to management as per policy. • Maintain and promote Goodwin's reputation as a quality aged care provider. • Maintain the customer service culture and present professionally to all people. • Ensure client requests are responded to as per Goodwin policy. <p>Other:</p> <ul style="list-style-type: none"> • Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity. • Commitment to quality systems and continuous improvement. 			
Selection criteria:			
<p>Essential Requirements:</p> <ul style="list-style-type: none"> • Current drivers licence. • Motor vehicle with current registration and full comprehensive insurance that can be used for work purposes. • Mobile phone (smart phone). It is the responsibility of the employee to ensure the phone is switched on, charged and has sufficient credit at all times during work time. <p>(Copies of drivers licence, registration and insurance must be provided prior to commencing this role).</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Ability to work with limited supervision. • Good attention to detail, efficiency and effectiveness. • Flexibility in work processes to be able to multi task . • Ability to adapt to changing environments and demands. • Strong interpersonal skills and ability to communicate with a range of stakeholders. <p>Personal Attributes:</p> <ul style="list-style-type: none"> • High ethical standard, is trustworthy and confidential. • Works well individually and as a team member. • Has consideration and respect for others and their views. • Adapts to changing environments and demands. 			

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<ul style="list-style-type: none"> • Enthusiastic, energetic, projects a positive image. • Good attention to detail, efficiency and effectiveness. 			
Work health and safety:			
<ul style="list-style-type: none"> • Participate and contribute to WHS practices to ensure a safe work environment. • Comply with WHS policies and procedures. 			
Position approval:			
This position is approved at GACS Level 3 under the Goodwin EBA.			
Authorisation:			
This position description has been authorised as part of Goodwin's document management process. It comes into effect on the date indicated next to the CEO/COO signature.			
CEO/COO signature:			Date: 16/1/17

