

DOMESTIC ASSISTANT

Position Requirements

Position:	Domestic Assistant - ADEC
Position #:	
Classification:	SCHADS L1 Y1
Site:	
Reports to:	Care Coordination Supervisor

Position Summary – Primary Purpose

The role of the Domestic Assistant (DA) is to undertake a range of domestic tasks for ADEC participants. We are looking for an enthusiastic domestic assistant to provide essential cleaning and support services that help clients live independently in their own homes. This role does involve traveling to clients' homes.

Duties may include Cleaning, vacuuming, dusting, washing and ironing, shopping (unaccompanied), sweeping paths, minor maintenance jobs, preparation and cooking of meals, defrosting refrigerators, emptying and cleaning of commodes, assistance with bill paying (unaccompanied), organising appointments, assistance with the caring of pets and care of indoor and outdoor pot plants.

A cleaning task list is provided for individual clients in their homes. DA's are required to observe, document, and report any changes in the carer's or care recipient's behaviour, health, and well-being. Keep accurate and up-to-date client and administrative records as required and participate as required in all supervision and in-house training sessions.

The role of Domestic Assistant may be employed in either or both the Disability Support and Aged Care programs, depending on their experience and skills.

Organisational Environment

ADEC, a state-wide Victorian not-for-profit organisation established in 1985, advocates for and assists people from diverse cultural backgrounds with disabilities, as well as their families and carers, and older people in need of support. ADEC exists to empower people, fight inequality, nurture community cohesion, and advocate for the full inclusion of the people we serve within broader society.

ADEC provides advocacy services, capacity-building programs for people with disabilities, community aged care services, Plan Management (NDIS), NDIS Appeals, and direct personal and domestic care support services. ADEC also actively participates in systemic advocacy and collaborative activity in support of more effective and inclusive disability and aged care sectors. ADEC currently serves around 1700 clients with around 120 staff.

Workplace Health and Safety

Understanding the importance of creating a safe working environment and encouraging responsibility for health and safety among employees.

Key elements include:

- Identifying potential hazards and removing the hazard or raising this as a concern
- Making suggestions for the improvement of safety and wellbeing in the workplace.
- Assessing risks associated with tasks and equipment.
- Fulfilling safety roles, such as Fire Warden, First Aid Officer, or Health and Safety Representative if nominated.
- Encouraging employee involvement in decision-making about safety matters.
- Adhering to policies and procedures based on industry best practices.
- Promoting a culture of safety through awareness.

Teamwork, Culture & Values

Encourage open communication, mutual respect, and a shared commitment that contributes to employee satisfaction, engagement, and the overall success of the organisation.

Key elements include:

- Ensuring clear communication.
- Building mutual trust through respect, openness, and transparency.
- Working collaboratively on shared responsibilities.
- Working to maintain a supportive environment that encourages staff ideas and feedback.
- Role modeling reinforcing ADEC's values to create a positive and inclusive office culture.

Quality & Risk Management

Consistently deliver high-quality service that satisfies both internal and external stakeholders. This involves:

- Implementation of, and adherence to, quality policies and processes.
- Contributing to continuous improvement through ideas and initiatives.
- Complying with industry-specific standards and regulatory requirements.
- Actively listening to customers and other team members and creatively solving improvement issues.
- Being aware of, identifying, and reporting potential risks that could affect the organisation's operations and goals.
- Evaluate individual participant needs and circumstances by assessing, managing, and mitigating risks related to participant's health, safety, and well-being including any medical conditions, mobility issues, or behavioural challenges to ensure a safe and effective support environment.

Accountabilities and Key Result Areas

In addition to the role duties as described in the position summary, DA's are required to:

- Adhere to ADEC's policies and procedures at all times.
- Identify, report, and follow up on any Workplace Health & Safety (WHS) issues that may have the potential to cause harm to Support Workers or their clients.

The DA's performance will be measured against the following criteria:

- Client feedback
- Meeting programme targets
- Maintenance of client's records in accordance with ADEC procedures.

Essential Qualifications and Experience

Essential

- Current Level 2 First Aid and CPR Certificate.
- Previous experience in the disability or aged care field, in a comparable position.
- Smartphone.
- Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.
- Ability to work without direct supervision, within guidelines and procedures.

Desirable

- Excellent time management and task planning skills.
- Previous experience of working with people from ethnic communities.
- Second language.

Mandatory Requirements

- Must have a clear NDIS Worker Screening Check
- Must have a clear National Police Check
- Must have a valid Working with Children Check
- Must hold a current Victorian Driver's License
- Must have evidence of right to work in Australia.