

POSITION DESCRIPTION

Position Title:	Domestic Assistant
Direct Supervisor:	Senior Support Worker
MAIN PURPOSE OF POSITION:	
<p>The primary purpose of this role is to assist clients to maintain and/or improve their capacity to remain living independently in their home. Clients and carers receiving support from Capecare are included in all decisions made regarding their support. Help ensure that services provided within the Community are run in accordance with the mission, vision and values of Capecare by working within the care team framework to provide holistic care for clients.</p>	
Accountabilities	Standards of Performance
Work Health & Safety	<ul style="list-style-type: none"> ▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. ▪ Follow Infection Prevention and Control procedures and standards relevant to the role. ▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. ▪ Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> ▪ Acts with honesty, empathy and kindness towards co-workers and clients. ▪ Engages and works collaboratively with others through a shared purpose to achieve goals. ▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity. ▪ Takes responsibility on an individual level to strive for excellence; ▪ Accepts and responds constructively to feedback. ▪ Is aware of own strengths and limitations and seeks help from others as required; ▪ Adapts communication style and messages to suit different personalities and cultures.
Risk	<ul style="list-style-type: none"> ▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.
Quality	<ul style="list-style-type: none"> ▪ Actively contribute to quality improvement activities in Capecare through initiating continuous improvement suggestions. ▪ Contribute effectively towards the organisation's quality accreditation processes.
Values	<ul style="list-style-type: none"> ▪ Adhere to all Capecare policies and procedures. ▪ Own conduct and approach aligns with the Capecare Way. ▪ Commits to the values of: <ul style="list-style-type: none"> ▪ <i>Compassion Respect Partnership Commitment</i> ▪ Challenges behaviour in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Nil 	
TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Ability to work efficiently and effectively without supervision. 	

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- Ability to manage time efficiently and plan, prioritise and carry out necessary work to meet required deadlines.
- Ability to work flexible working hours as negotiated.
- Ability to demonstrate, diligent attitudes to his/her work.
- Excellent interpersonal skills and able to communicate effectively with elderly people.
- Ability to build strong relationships.
- The Ability to maintain confidentiality.

RELEVANT EXPERIENCE: (Detail the required level for recruitment)

- Current drivers licence.
- Reliable motor vehicle.

KEY ACCOUNTABILITIES OF THE ROLE: (Detail the specific tasks and responsibilities for the role)

Key Responsibilities

Client Care

- Undertake assigned duties as specified by the Roster at all times.
- Assist clients with cleaning, food preparation, laundry and other domestic duties as rostered.
- Practice within skill and knowledge base.
- Use standard precautions in the performance of all work to prevent transmission of infection.
- Perform domestic duties to a high standard, ensuring hygiene and cleanliness is maintained.

Communication

- Maintain regular contact with the Scheduler Home Care to give and receive relevant information.
- Complete work in accordance with the roster and in consultation with Scheduler Home Care.
- Message at the beginning of each service and end of each shift.
- Message any cancelled services or absent clients.

Clerical

- Keep accurate and legible records of care provided and clients' response to care.
- Maintain accurate fee records and receipts of monies collected.

Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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