

Position Description

<i>Position:</i>	Homemaker
<i>Responsible to:</i>	Unit Manager
<i>Authority for Appointment:</i>	Executive Director
<i>Review date:</i>	March 2023

Statement of Position

This position description is not prescriptive in nature. It outlines, in a generic sense, the qualities required for a Homemaker. It is expected that the employee will be skilful in the current knowledge and practice of all aspects of the day to day tasks associated with the position. This position requires a motivated experienced person, who is flexible and has strong interpersonal skills that foster a collaborative approach with all stakeholders.

<i>Award classification</i>	EBA
<i>Job Status</i>	Permanent part time and casual positions
<i>Probationary Period</i>	The permanent position is subject to a 6 month probationary period
<i>Staff Development</i>	There will be several assessments during the first six (6) months and then at least yearly thereafter
<i>Evaluation</i>	
<i>Qualifications</i>	Food Safety Certificate preferred but not a pre-requisite Food Handler's Certificate Level 1
<i>Driver's License</i>	Not applicable
<i>Police Check</i>	Police checks mandatory for all staff and volunteers
<i>WorkSafe Pre-Existing Injury Declaration</i>	Worksafe Pre- Existing Injury Declarations must be completed by all new staff
<i>Medical Assessment</i>	A pre-employment medical assessment may be required
<i>Position Summary</i>	To work as part of the team and contribute to creating a home for our Elders. The Homemaker is to provide the required attention to home cleaning and food service delivery
<i>Position Outcomes</i>	The Homemaker is to provide individual nutrition and hydration as per Care plan and required legislation The Homemaker is to maintain an agreed standard of hygiene and cleanliness The Homemaker is to work within the Eden Alternative, consistent with MiCare's Philosophy The Homemaker is to be responsive to Elders' needs.
<i>Relationships</i>	Manager Residential Services Clinical Care Coordinator Facility staff and organisation as a whole Elders and families of Elder

Key Result Areas

- Incident free work environment
- Elder satisfaction
- Clean and safe environment
- Meals presented in appealing/ timely fashion

Specific Health and Safety requirements

- Be aware of Work Health and Safety requirements and report hazards or issues of concern.
- Be aware of emergency procedures and location of evacuation exits and equipment.
- Assistance in the maintenance of a clean, hazard free work environment
- Follow workplace procedures for accident incident reporting.

Key Selection Criteria

Qualifications and Experience

Essential requirements:

Knowledge

- An understanding of and the need to comply with Regulations.
- Food Handling Level 1

Skills

- The ability to work in a culturally sensitive manner within an Ethno-specific environment
- The ability to work in a culturally specific environment.
- The ability or willingness to speak or learn another language with an understanding of other cultures
- The ability to work with frail and/or confused Elders and their families
- The ability to accept directions and to work with minimal supervision
- To liaise with other staff and act as part of a team, dedicated to provide quality care to our Elders
- Understanding the Accreditation Standards and funding guidelines
- Demonstrated computer skills
- An ability to effectively use software and systems required for the position

Personal Attributes

- An eagerness to work with the 10 Principles of the Eden Alternative philosophy.
- Demonstrated commitment to personal development
- A flexible, caring and patient attitude
- A positive and innovative approach to the provision of Aged Care.

Desirable requirements:

Experience

- Basic homemaking skills

Knowledge

- Willingness to adapt to new practices.

Ongoing Education and Development

It is expected that all MiCare staff will keep his/her knowledge up to date; to enhance personal skills, comply with contemporary practices, legal responsibilities, departmental requirements and the knowledge to perform her/his duties effectively.

Teamwork

It is expected that all MiCare staff will attend and participate to staff meetings, and be involved in promoting harmonious work relations with all other employees. As all staff impact on the quality of care provided to the Elders, it is essential that each member of staff demonstrates willingness and an ability to work as a member of the team.

MiCare services operate 52 weeks of the year, 7 days a week, 24 hours a day. Employees acknowledge, accept and understand that they will be required to work public holidays if it falls on a day upon which they would usually be rostered (unless directed otherwise by their supervisor). A minimum four weeks' notice must be provided for a request to have a public holiday off (complete 'Leave application form').

MiCare's Statement of Commitment

MiCare is committed to safeguarding, protecting and promoting the health and wellbeing of all its people of all ages at all times. This includes Elders, children and women. We are committed to the cultural safety of all peoples from Aboriginal and Torres Strait Islands; from culturally and/or linguistically diverse backgrounds; who live with a disability; and who identify with a sexual and or gender minority identity. Our safeguarding practice aligns and complies with statutory responsibilities, government guidance and with best practice.

As a 'safeguarding' organisation, employment with MiCare is subject to a satisfactory national (and international where relevant) police check and Working with Children Check (in Victoria) and or Queensland's Working with Children Check (blue card) where relevant, prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

Other related activities

- Police Check
- MiCare has a non-smoking policy on all worksites
- Evidence of current flu vaccination and COVID-19 vaccination is required for MiCare staff

Other duties

Any other duties as required by the responsible manager or ED.

Declaration

My position description has been explained in detail and I understand and accept the responsibilities and authority as outlined.

Name _____
(Please print)

MiCare Representative _____
(Please print)

Signature _____

Signature _____

Date _____

Date _____