POSITION DESCRIPTION

Domestic Assistant

Position Details

<table>
<thead>
<tr>
<th>Manager</th>
<th>Domestic Support Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Direct Reports</td>
<td>Nil</td>
</tr>
<tr>
<td>Hours</td>
<td>Casual hours between Monday – Friday 9:00am - 5:00pm</td>
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<tr>
<td>Location</td>
<td>Mackey Street, North Geelong, with frequent travel to the surrounding area.</td>
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<tr>
<td>Classification</td>
<td>Social, Community, Home Care &amp; Disability Services Industry Award 2010 [MA000100] Home Care Worker Level 2 Pay Point 1</td>
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Organisation

The name Wathaurong (Wadda-Wurrung) is a recognised tribe (community) which consisted of some 25 clans (family groups) that formed part of the Kulin Nation of Aboriginal people.

The traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland in a north westerly direction towards Ballarat. The Wathaurong people have lived within these regions for more than 25,000 years.

As custodians of the Wathaurong lands, we are committed to working together to provide a secure future for our community by upholding the dignity of our ancestors; respecting our Elders and instilling a sense of cultural pride and belonging for our children and children’s children.

The Wathaurong Aboriginal Co-operative Ltd was formed by the community in 1978 and registered in 1980, to support the social, economic, and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas.

The Co-operative provides a range of services including; family and community services, support to young people, justice support services; cultural heritage services, and health services. From time to time the organisation also undertakes special projects and economic development opportunities.

The Co-operative expanded to include a Community Controlled Health Service, which contributes toward addressing the inequality in health status of Aboriginal people. The Wathaurong Health Service supports the general wellbeing of Aboriginal people by providing holistic health care with clinical and primary care services as well as health promoting activities. Wathaurong Aboriginal Co-operative Ltd is the largest employer of Aboriginal people within the Geelong region.

Position Objective

This role focuses on providing culturally sensitive and appropriate in-home domestic services and
support to clients within the local aboriginal community. The role works on site at client homes within the guidelines of the Active Service Model (ASM).

### Key Responsibilities

- Work within established procedures to provide a range of domestic services including (but not limited to) cleaning, tidying, gardening, basic home maintenance, and meal preparation
- Support clients on outings to shops and appointments when requested, as well as support to attend recreation and social activities (including the provision of transport)
- Assist clients when appropriate with communication and simple administrative task such as organising medical appointments
- Within the framework of the Active Service Model (ASM), support clients to maintain an optimal level of independence in their lives through encouragement and empowerment, whilst always remaining aware and respectful of their personal and cultural sensitivities and needs
- Maintain and record appropriate client data and reports for the role including shift reports and mandatory incident reporting, communicating appropriately with the Domestic Services Coordinator on any relevant matters
- Practice and adhere to all relevant Occupational Health, Safety, and Wellbeing policies and procedures. Ensure risks and hazards are communicated to your supervisor as soon as practical
- Other reasonable duties as directed by the line manager to support and achieve team objectives

### Key Performance Indicators

- Clients receive a consistently high standard of professional and efficient service
- Clients are able to maintain independence and express their personal cultural identity with confidence
- Responsibilities are met in line with organisational policies and procedures, and contribute to relevant goals and objectives of the organisational strategy.
- Role demonstrates continuous quality improvement and risk management as identified and measured through organisational processes.
- Role undertakes any organisational and position-specific training and accreditation required.
- Internal and external reporting and record management obligations for the role are met to an appropriate standard in a timely manner.
- Role contributes to the health, safety and wellbeing of all employees and clients by reporting risks, hazards, and incidents, and maintaining awareness of emergency procedures.
- Role contributes to the cultivation of positive organisational and team environments that are supportive of culture, equality, and diversity.

### Key Selection Criteria
Position Description: Domestic Assistant

- Relevant experience (paid or unpaid) providing domestic support within the aboriginal community (desirable)
- Demonstrated understanding of aboriginal cultural practice and challenges affecting elderly and disabled people within the local aboriginal and Torres Strait Islander community
- Excellent interpersonal skills with ability to develop positive relationships and communicate with diverse individuals in a culturally appropriate and respectful manner
- Literacy, numeracy and computer skills sufficient to undertake simple administrative and reporting tasks and email communication
- Ability to work effectively and cooperatively as part of a team and follow processes
- Current Victorian Drivers Licence

Employment Eligibility

All appointments are subject to satisfactory completion of relevant screening checks.

The Wathaurong Aboriginal Co-operative is an Aboriginal Community Controlled Organisation. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic) and s8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic). Preference may be given during selection to suitably qualified applicants who identify as Aboriginal or Torres Strait Islander.

This role is suitable for applicants seeking to return to or enter the workforce. Applicants of any gender are encouraged.

Wathaurong’s Statement of Commitment to Child Safety

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

How to Apply

Applicants should provide a brief outline of their relevant skills and experience (in a neat CV and/or cover letter) in word or PDF format.

Enquiries and applications should be submitted to jobs@wathaurong.org.au