

POSITION DESCRIPTION

Position:	Domestic Support Worker
Hours:	Casual
Salary:	SCHADS Award Grade TBA Level 2 Paypoint 1-4 Full Time Base Salary \$53,332.24 to \$58,509.36 per annum
Terms of engagement:	Casual
Location:	Lismore
Responsible to:	Coordinator Maintenance
Qualifications and Skills:	Qualifications in hygiene, maintenance management and safe food handling, or demonstrated experience in this area, experience with children and young people
Licences:	Essential Requirement Current Australian State or Territory Drivers Licence, Current NSW Working with Children's Check
Vision:	<i>Inspiring People to Thrive.</i>

Benefits:

- CASPA actively supports staff to have a healthy work life balance
- Free gym membership to support your wellbeing as well as a fully established team of therapists and clinicians for your personal wellbeing support
- Access to internal and external training opportunities and workplace mentoring including you own team clinical supervision sessions every month.
- Great professional development opportunities for those who want career progression
- An Employee Assistance Program, a free and confidential counselling service
- As a not-for-profit organisation, our employees are able to take advantage of salary packaging to receive up to \$15,900 of their salary tax-free, as well as additional meal and entertainment benefits

Advantage Salary Sacrificing – to find out more visit www.salary.com.au

Key Responsibilities:

- Provide housekeeping service to CASPA's OOHC Residential houses
- Cleaning of CASPA offices
- Hygiene, cleaning and laundry
- Kitchen, food handling, ordering and preparation
- Menu development in consultation with Houseleader's, Therapeutic Care Workers (TCW) staff and CASPA Young People (CYP)
- Prepare grocery orders and shop for listed items
- Prepare meals with CYP in consultation with TCW staff
- Support the movements of CYP to new premises, including exit cleaning, house set up and purchasing of household items/furniture as directed by the Hub Managers
- WHS – ensure a safe working environment for yourself and others in the houses

Key attributes of the staff in this role:

- An honest, reliable and physically fit person, who has a genuine regard for the well-being of Children and young people (CYP) who have experienced trauma, a commitment to the rights of children and young people.
- Willingness to let CYP make their own decisions, with guidance from their Caseworkers and TCW staff, and is respectful of CYP dignity and self-esteem at all times
- Demonstrates a high standard of personal presentation and cleanliness
- Can operate standard domestic and light industrial equipment such as washing machines, vacuum cleaners and dish washers and keep them in good working order
- Experience in ensuring clean, therapeutic environments that promote calm and order
- Ability to work with minimal supervision, capacity for flexibility and self-direction in organising and managing work loads
- Demonstrated high level of interpersonal, verbal and written communication skills and basic computer skills
- Current Class C Drivers Licence

DUTY STATEMENT

Position: **Domestic Support Worker**

Your main duties will be:

Provide Housekeeping Duties, Hygiene Cleaning and Laundry and general duties that support running of a busy household

- Cleaning, including CYP bedrooms, bathrooms, office, kitchen and living areas
- Cleaning of CASPA office's
- Cleaning and light maintenance of outdoor areas, sweeping, watering plants, sweeping cobwebs etc
- Rubbish removal
- Maintain laundry, providing services for washing CYP clothing, bedding, towels and also ensuring that overnight staff have access to clean linen and towels

Menu Planning, Shopping and Petty Cash

- Assist Houseleader's, TCW Staff and CYP in menu preparation
- Prepare grocery orders according to finalised menu
- Shop for grocery orders using CASPA payment methods, cards and petty cash
- Prepare food for meals according to safe food handling methods, including breakfast, snacks, lunch and evening meals

Administrative

- Petty cash and cash cards are kept up to date and balanced ensuring all purchases made for meal planning and cleaning are accounted for
- Vehicles are maintained in good condition and all log books are completed and accurate in line with CASPA fleet policy and procedure
- Prompt ordering of cleaning materials and other equipment needed for routine duties to ensure that stock is always available and on hand

Contribute to a positive team culture

- Attend and positively participate in team meetings, group supervision and training
- Take responsibility for giving and receiving feedback within the team setting
- Uphold team decisions
- Use appropriate forums to discuss differences in work practices
- Utilise team peers to ensure best practice in client service provision
- Relate to other services in a professional manner and work collaboratively in the interests of young people

WHS responsibilities

- Understand, comply and observe the principles of the WHS Act
- Observe safe work practices
- Report hazards and incidents
- Work cooperatively with all staff to maintain a safe and secure environment

Other duties as required by the organisation

Selection Criteria

Essential

- Demonstrated experience in a role caring for others by providing domestic support as part of this care
- Demonstrated experience and desire to cook varied and nutritious menu options
- Demonstrated experience self-managing time in an accountable framework
- Current drivers licence – C class

Desired

- Previous work experience in OOHC or the Community Services Sector

Working with Checks and Prohibited Employment Declarations are requirements for all child related employment.

I acknowledge that I fully understand the job description above and accept the duties of the position as stated.

Signed: Date:.....

Print Name