

Position description

Domestic Assistant	
Division:	Liveable Communities
Department:	Community Services
Reports to:	Social Support Officer
Number of direct reports:	Nil
Location:	Hawks Nest, Stroud, Bulahdelah, Forster/Tuncurry, Taree
Grade:	2
Employment status:	Casual
Hours of work:	Up to 38 hours per week
Date approved:	December 2019

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position is responsible for delivering quality, person-centred domestic assistance services to older people, people with dementia, people with disabilities and their carers.

MidCoast Assist delivers individual and group social support, personal care, domestic assistance and flexible respite services. The services are funded under the Commonwealth Home Support Program or the NDIS.

Key Accountabilities & Duties

- Deliver domestic assistance services in line with care plans, including house cleaning, washing and ironing.
- Observe and monitor client and carer general wellbeing and discuss care needs and changes with the supervisor.
- Maintain client records.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. A passion for supporting people to achieve their goals and experience in a community or aged care / domestic assistant role, preferably working with older people, people with dementia, people with disabilities and their carers.
2. Commitment to person-centred service delivery with a proven record of achievement.
3. Sound communication and interpersonal skills.
4. First Aid Certificate.
5. Willingness and ability to use own vehicle for work purposes.
6. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
7. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
8. Current C class drivers licence, police check and working with children check clearance.





Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework

Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☒ No ☐