



## Job Description Form

Classification Evaluation Date:

Current Version Date:

5 April 2018

### Domestic

Position Number: GENERIC  
Classification/Level: Level 1  
Award/Agreement: Support Workers Industrial Agreement 2017  
Organisation Unit: Services  
Physical Location: Perth Metropolitan Area

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#### This Position Reports To:

Position Number: <Various>  
Position Title: Local Area Supervisor / Intervention Support Services Coordinator  
Classification/Level: Level 4 / Level 5

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#### Positions Under Direct Supervision:

Level/ Title: Nil

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#### Organisational Context

The Department of Communities is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.

Disability Services is a division of the Department of Communities and under the Disability Services Act 1993, it provides a range of direct services and support and also funds non-government agencies to provide services to people with disability, their families and carers.

The Department also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.

Our Vision: All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone.

The Department seeks to employ staff who demonstrate the following capabilities and values:

Capabilities:

Shapes and manages strategy

✓ Effective decision making

Communicates and influences effectively

Achieves results

Exemplifies personal integrity and self-awareness

Builds productive relationships.

Values:

Commitment — to our vision for people with disability and their families  
Respect — values cultural diversity and encourages everyone's unique contribution  
Integrity — is honest and truthful about decisions and actions  
Working together — works together cooperatively to get things done and pursue our vision  
Openness — decision-making and communications are clear and transparent  
Leadership — actions reflect leadership responsibilities  
Accountability — are openly accountable for decisions and actions  
Continued learning — are committed to a culture of excellence and continued learning.

The Department is an equal opportunity employer and embraces diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged.

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### Key Work Description

This position maintains cleanliness and hygiene within designated accommodation facilities operated by Disability Services.

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### Work Description

This section outlines the results and outcomes required of an individual in this position.

#### 1.0 Cleaning duties

- 1.1 Cleans and dusts floors, furniture, fittings and fixtures this may include outdoor areas and furniture.
- 1.2 Ensures adequate supply of cleaning materials including personal protective equipment. May include online ordering of cleaning materials and personal protective equipment.
- 1.3 Cleans internal windows, stove and oven, refrigerator and freezer, as required, in a safe and efficient manner.
- 1.4 May be required to sort, distribute and iron items of personal clothing for residents.
- 1.5 Launders bedding and residents personal clothing as required.
- 1.6 Makes beds as required.

#### 2.0 Cleaning equipment

- 2.1 Uses all cleaning equipment and machinery, as required, in a safe and efficient manner in accordance with Occupational Safety and Health Policies and Procedures.
- 2.2 Uses supplied personal protective equipment as required.

#### 3.0 Observes manufacturers guidelines when cleaning special floor coverings and other material.

#### 4.0 Observes requirements of material safety data sheets when using chemicals.

#### 5.0 Complies with occupational health and safety requirements and attends training as directed by Line Manager.

#### 6.0 Communication and Liaison

- 6.1 Liaises with other team members and Line Manager to ensure house cleaning needs and timelines are met.
- 6.2 Understands and complies with confidentiality policies and procedures.

#### 7.0 Other

- 7.1 Carries out other duties as required by Line Manager.

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### Work Related Requirements

In the context of this position, able to demonstrate:

#### Qualifications

##### Essential

- Year 10 English or qualification deemed equivalent.

## GENERIC; Domestic L1

### Experience

#### Essential

- Experience in undertaking general domestic cleaning duties

#### Desirable

- Relevant experience in community living environment or hostel.
- Experience in the use of industrial cleaning equipment and machinery.

### Knowledge/Skills/Abilities

#### Essential

- Ability to follow instructions and work with minimum supervision.
- Ability to work within given timeframes.
- Ability to interpret material safety data sheet for chemicals used in cleaning.

#### Desirable

- Knowledge of occupational health and safety principles.
- Knowledge of procedures such as infection control, antiseptic protocol and damp dusting.

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### Special Requirements / Equipment


- Appointment is subject to a satisfactory National Police Clearance.
- Appointment is subject to a satisfactory medical and functional capacity examination.
- Ability to travel to and from various accommodation facilities operated by Disability Services within the Perth Metropolitan Area, in response to organisational needs.

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### Certification

Resi Mitterbauer, A/Director Services Transition.

Signature

  
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Date

5/4/18  
\_\_\_\_\_

<b>Disability Services</b>	
<b>JDF Registration</b>	
Sign	 _____
Date	<u>05/01/2018</u> _____