

# WE ARE HIRING!

## Aged Care Home Maintenance Worker

### ➤ About Us:

The Circular Head Aboriginal Corporation's Mission statement is to Embrace our Culture to Inspire and Empower Aboriginal People. We acknowledge and respect the voices of our past and enable Aboriginal people to live fulfilling lives through Identity and the delivery of creative, innovative programs and services that inspire self-determination and confidence.

CHAC holds 5 core values of Culture, Care, Community, Capacity and Capability and will always deliver these with absolute respect, care, and integrity.

### ➤ About the Role:

The **Full Time** position of Aged Care Home Maintenance Worker is primarily as a Support Worker who provides gardening and home maintenance support for Aged Care clients in their homes.

- Reporting directly to the Aged Care & Disability Manager
- Occasional client transports will be required.
- Assist the General Manager with Property Inspections, Workplace Health & Safety Inspection, and general maintenance works.

### ➤ Perks:

- Work for a dynamic, family friendly, Not for Profit Organisation. AccessPay salary packaging benefits
- Training and education opportunities
- Grow your career in the ever-expanding Community sector



### Your Skills & Experience

- **Understanding of Aboriginal society and culture and issues affecting Aboriginal people.**
- **Qualifications would be preferred but not essential.**
- **Previous experience in gardening and home maintenance.**
- **Ability to work independently, without close supervision.**
- **Ability to undertake manual handling and physical tasks associated with gardening and manual work.**
- **Ability to use judgement and initiative.**

### ➤ To Apply

If these sounds like the right fit for you provide the following by **5pm, 23rd August, 2024**

- **A cover letter detailing why you would be great for the role.**
- **A resume outlining your education and employment background.**

✉ **[employment@chac.com.au](mailto:employment@chac.com.au)**

*\*successful candidates will be required to complete pre-employment, medical, Working with Vulnerable People and National Police checks.*

*\*will undertake regular cultural awareness programs*



**Applications are strongly encouraged from Aboriginal and Torres Strait Islander people**



## POSITION DESCRIPTION

<b>Position title:</b>	Aged Care Home Maintenance Worker
<b>Status:</b>	Full time
<b>Location:</b>	Circular Head
<b>Classification level:</b>	SAC Level 2 Point 2
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Reporting to:</b>	Home Care Co-ordinator, Aged and Disability Manager, and General Manager
<b>Date Approved:</b>	

### POSITION OBJECTIVE

The importance of Aboriginal community and cultural inclusiveness is to be in the forefront of decision making in the daily operations of the organisation.

The incumbent must ensure the CHAC (Circular Head Aboriginal Corporation) values, vision and mission is imbedded throughout the day to day activities and is promoted to the community.

### POSITION SUMMARY

This role is to be performed primarily as a Support Worker who provides a gardening and home maintenance support service for Aged Care customers in their home and immediate environment. Occasional customer transports will be required. This portion may be required, with seasonal fluctuation, up to 30 hours per week.

Secondly the general maintenance portion of the role includes assisting General Manager with Property inspections, Workplace Health & Safety inspections, and general fix it works which may be up to 8 hours per week.

### LEVEL OF RESPONSIBILITY

A Support Worker is responsible for planning their time to ensure the tasks and activities scheduled to be performed for each customer are completed in a prompt and professional manner, in the allocated time.

This person is expected to use some initiative and originality in their approach to decision making and problem solving, using previously established work practices and procedures as a guide.

They are responsible for the quality of their own work subject to general supervision.

Can assist in the provision of on-the-job training within their level of competency and training.

## **SUPERVISION**

A Support Worker at this level works under general direction of the Home Care Coordinator within defined work practices and procedures and General Manager in regard to CHAC scheduled and adhoc maintenance.

## **ROLES AND RESPONSIBILITIES**

A Support Worker will be responsible for, but not limited to, the following key tasks and duties:

- Provide gardening services to clients in their own homes such as mowing, hedge trimming, pruning, hazard removal, moss clearing, pressure washing, weed spraying and brush cutting.
- Provide home maintenance services to clients in their own homes such as changing tap washers and light bulbs;
- Report any equipment maintenance, hazards or work health and safety incidents as identified to supervisor;
- Ensure correct safety and risk practices and protocols are being observed and personally adhered to such as use and care of Personal Protective Equipment (PPE), the labelling, storage and use of chemicals and manual handling/lifting techniques are used;
- Ensure client, staff and privileged CHAC information remains confidential and secure at all times;
- Perform property inspections in accordance with CHAC provided protocols under General Manager direction;
- Perform general maintenance in a safe manner such as gardening, painting, repairing and supervising external contractors where directed and within competency levels.

## **PERFORMANCE TARGETS AND INDICATORS**

Performance targets and indicators are included in the performance appraisal, which will be reviewed and amended annually, or more frequently as required.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Qualifications would be preferred but not essential
- Previous experience in gardening and home maintenance
- Ability to work independently, without close supervision, as required
- Ability to undertake manual handling and physical tasks associated with gardening and manual work
- Ability to use judgement and initiative

## OTHER REQUIREMENTS

- Current unrestricted Tasmanian driver's license;
- Current Level 2 First Aid Certificate;
- Provide a satisfactory National Police Check and Working with Vulnerable people check;
- Can competently undertake risk assessments prior to commencing any work within scope;
- Currency in Working at heights if required to work at heights.
- Can clearly understand Workplace Health and Safety regulations, policies and procedures as they apply to the workplace and a given task including Lock out Tag out requirements.

## SELECTION CRITERIA

1. Understand Aboriginal societies and culture and the issues affecting these people in contemporary Australian society and the diversity of circumstances of Indigenous people  
Aboriginal societies and culture and the issues affecting these people in contemporary Australian society and the diversity of circumstances of Indigenous people
2. Knowledge and experience of gardening practices and procedures including use of herbicides, pruning trees, brush cutting and using a chainsaw.
3. Experience undertaking light maintenance duties and small repairs in the home.
4. An understanding of personal safety, manual handling and general work health and safety requirements when undertaking gardening and home maintenance duties.
5. The ability to work unsupervised and complete all tasks allocated within the required time frame.
6. Good physical fitness and ability to maintain manual handling work and lifting up to 20kgs on a frequent basis.