



## POSITION DESCRIPTION

<b>POSITION:</b>	Residential Services Assistant
<b>REPORTS TO:</b>	Residential Services Team Leader
<b>CONDITIONS:</b>	Princes Court Homes INC (trading as Princes Court Homes Hostel) ANMF and HSU Enterprise Agreement 2017
<b>FACILITY PROFILE:</b>	<p>Princes Court Homes (incorporating Princes Court Homes and Village) is an independent, not for profit, community owned organisation managed by a Board of Management. Sunraysia's leader in aged care and independent living, Princes Court Homes is a well-respected part of the community.</p> <p>Princes Court Homes has operated in excess of 60 years with expertise and experience in managing a range of options from independent living through to high care and dementia specific care. We offer an accredited facility, supported by more than 100 staff and provide 55 lifestyle retirement units and a home for 100 residents.</p> <p>Princes Court Home's personal centred care philosophy ensures comfort and security for Mildura's aging residents.</p>

<b>ROLE:</b>	<p>The Residential Services Assistant, under the direct supervision of the Residential Services Team Leader is responsible for the cleaning of all building interiors, bed making and the provision of food services to residents is a small component of the role in some shifts. The position requires that the employee is physically able to perform all the duties associated with the position and to work in accordance with the philosophy and objectives of the organisation.</p>
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### KEY SELECTION CRITERIA

- Experience in the cleaning industry is desirable and ability and interest to complete clean tasks as required (See tasks below).
- Good communications skills and ability to work in a team environment.
- Knowledge of cleaning products, their application and use of cleaning equipment.
- An interest in working with aged including residents with dementia
- A desire to seek continual improvement within the scope of employment.

- Able to work without direct supervision, and complete tasks in a timely manner.

### **TASKS**

- Under the supervision of the Residential Services Team Leader, the Residential Services Assistant must perform tasks with respect and consideration for the privacy and dignity of residents.
- Cleaning of all building interiors including residents' rooms, common areas, kitchen dining room, toilets and facilities, windows, window screens and any other assigned areas.
- Vacuuming and mopping of floors on a daily basis.
- Steam cleaning of carpets when required.
- Cleaning tables and setting up of the residents' main dining room.
- Strip and change beds as required.
- Responsible for the removal of soiled linen and waste.
- Laundering, drying and ironing residents clothing and continence aids.
- Preparing and serving breakfast for residents in our Special or Advance Care units.
- Washing up of breakfast dishes in our Special or Advance Care units after service.
- Cleaning of external fixtures and fittings.
- Perform special cleaning as required.
- Clean and maintain equipment used in performing daily tasks.
- To participate in mandatory staff in-service training and education programs.
- To work in a manner which does not wilfully place at risk the health or safety of any personnel including self, nor recklessly interfere with or misuse any item which has been provided in the interests of improving the workplace safety environment.

### **KEY REQUIREMENTS OF THE POSITION**

- Be physically able to manoeuvre and handle mobile cleaning trolleys.
- Although not an ongoing role, there may be times when you will need to be physically able to manoeuvre and handle mobile food trolleys.
- Have a current National Police Certificate available for review.

### **ORGANISATIONAL RESPONSIBILITIES**

- Participation in the Princes Court Homes Continuous Improvement program.
- To work in a manner which is carried out in accordance with Occupational Health & Safety policies.
- To promote harmonious relationships with residents, their families and friends, volunteers and staff.

### **LEVEL OF DELEGATED AUTHORITY**

The Residential Services Assistant will have authority to act within the limits of this Position Description providing the actions of the incumbent:

- Do not incur unauthorised expenditure.

- Contravene policies and procedures which apply throughout the organisation.
- Infer or acknowledge possible causes or liabilities to the detriment of the organisation or are likely to harm or otherwise affect its public image.
- Are in contravention of the relevant conditions of employment.
- Breach the confidentiality nature of the work of the organisation.

### **PERFORMANCE APPRAISAL**

Initial review to be taken after six months employment, then every twelve months. Criteria for this appraisal will be based directly on this Position Description and the policies and procedures practiced at Princes Court Homes.

### **CONFIDENTIALITY**

It is a requirement of this position that the utmost discretion is required in regard to the personal affairs of residents including financial, health and lifestyle information. This includes the exercise of caution in casual conversation within or outside Princes Court Homes and any use of Social media

### **PHYSICAL REQUIREMENTS**

The following physical activities may be required to meet the obligations of this position:

Sitting	Twisting
Pulling	Squatting
Pushing	Walking distances on concrete
Bending	Keyboard Work

As the above list may not be conclusive, it is the responsibility of all staff employed by Princes Court Homes to follow all risk control strategies and be responsive to potential hazards when completing duties within their position.

Princes Court Homes has a Minimal Lifting Policy in place.

### **OCCUPATIONAL HEALTH & SAFETY LEGISLATION**

While at work, the employee must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace.
- Co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.

While at work, an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare. (Reference: OH&S Act 2004 Act No. 107/2004)

### **REVISION**

This Position Description may be updated to reflect legislative or regulatory requirements or Continuous Improvement practices.

**SPECIAL NOTE**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills to perform the role.

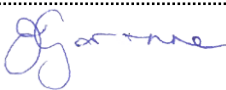
I have read my job description and understand my role and responsibilities

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RESPONSIBILITY:**

<b>RESPONSIBLE MANAGER(S):</b>	Residential Services Team Leader
<b>POSITION DESCRIPTION ADMINISTRATOR:</b>	Quality Co-ordinator
<b>APPROVED BY (POSITION):</b>	Chief Executive Officer
<b>APPROVAL SIGNATURE:</b>	
<b>APPROVAL DATE:</b>	11.12.2020

**DOCUMENT CONTROL:**

<b>ASSIGNED REVIEW PERIOD:</b>	3 Yearly
<b>DATE OF NEXT REVIEW:</b>	11.12.2023

