

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Home Maintenance Worker
POSITION NUMBER:	3412
DIVISION:	City Life
DEPARTMENT:	Community Care
CLASSIFICATION:	Band 4
REPORTS TO:	Home Maintenance Supervisor
DIRECTLY MANAGES:	n/a
INTERNAL LIAISONS:	Aged & Disability Services Staff
EXTERNAL LIAISONS:	Clients, families of clients, Occupational Therapists, Healthcare Practitioners, general public
DATE:	Nov 2024

POSITION OBJECTIVES:

This position will maintain clients in their homes in order to prevent premature or inappropriate admission to residential care and maintain and improve clients' and carers' quality of life, through the provision of a range of direct practical assistance in clients' homes. This includes installation of daily living aids and home modifications.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Provide assistance to clients in the area of home maintenance tasks which enhances the clients' ability to remain in their own home.
2. Work to Occupational Therapists' requirements and ensure compliance with Australian Standard 1428 – 1993 "Design Rules for Access by the Disabled".
3. Operate a range of equipment and tools including chain saws, power tools, pipe benders and arc welding equipment.
4. Make on-the-spot decisions about alterations in disability aid fittings, and/or maintenance tasks.
5. Complete Work schedules and/or rosters within a timely manner.
6. Ensure that a range of disability aids are correctly planned, ordered and fitted.
7. Adhere to all Council's policies and procedures relevant to this position.
8. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:**Qualifications:**

1. Building or Carpentry qualifications, and manual Metal Arc Welding 1 (Module NF01 or equivalent).
2. Level 2 First Aid Certificate.

Essential:

3. Several years' experience in the field of home modification including carpentry, concreting and welding.
4. Knowledge and skills in working with the frail aged, people with dementia, people with disabilities or other complex care needs, their carers and families.
5. Proven ability to quote and draft plans.
6. Working knowledge of safe work practices in accordance with the Occupational Health and Safety Act and Agreements.

Desirable:

7. Previous experience working autonomously in a similar role.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Undertake appropriate action in an emergency.
- Responsible for ensuring a range of disability aids are correctly fitted in accordance with Australian Standards and occupational therapist specifications.
- Responsible to ensure a safe and clean working environment at all times.
- Responsible for ensuring work is done using safe work practices in accordance with the Occupational Health and Safety Act and Safe Work Method Statements (SWMS), giving priority to health, safety and security in all tasks undertaken.
- Responsible for reporting on unsafe conditions or equipment/appliances in the clients' home.
- No authority to carry out tasks without the necessary skills or competence.
- Duties are carried out without direct supervision.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Accurate completion of client quotes and job sheets are the responsibility of the Home Maintenance Worker.
- Required to make on-the-spot decisions about alterations in disability aid fitments, and/or maintenance tasks.
- Ability to make decisions and carry out set procedures in situations which may occur in working with the frail aged, people with dementia, disabilities or other complex care needs.

- Such decisions will require some originality in approach with solutions usually attributable to the application of previously encountered procedures and practices.
- Demonstrate initiative and innovation in approach to all aspects of the position.

SPECIALIST SKILLS AND KNOWLEDGE:

- Knowledge and skills in working with the frail aged, people with dementia, people with disabilities or other complex care needs, their carers and families.
- Proven ability to quote and draft plans.
- Knowledge of disability aid fitment.
- Carpentry, concreting, arc welding and other appropriate skills.
- Ability to operate a range of equipment and tools including power tools, pipe benders and arc welding equipment.
- Ability to work to Occupational Therapists' requirements and ensure compliance with Australian Standard 1428 - 1993 "Design Rules for Access by the Disabled".

MANAGEMENT SKILLS:

- Ability to complete work schedule within a timely manner.
- A proven ability to work unsupervised

INTERPERSONAL SKILLS:

- Ability to demonstrate integrity, responsibility, innovation and respect in all aspects of the position.
- Good verbal communication skills.
- Ability to communicate with clients, colleagues and agency staff in a positive and supportive manner.
- A commitment to client confidentiality.
- Ability to work both independently and in a multi-disciplinary team.
- Ability to discuss and resolve problems.
- Ability to make just and reasonable responses to client's requirements, unbiased by personal beliefs and values.