

# Position Description



<b>Title</b>	Home Maintenance Worker
<b>Business Unit</b>	Home and Community Care Program for Younger People (HACC-PYP) in Gippsland
<b>Location</b>	Morwell Office site - 23-25 Rintoul Street, Morwell, Victoria 3850 Warragul Office site - 37 Mason Street, Warragul, Victoria 3820
<b>Employment type</b>	Part time
<b>Reports to</b>	Team Leader HACC PYP

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We are there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We are proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

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## 1. Position purpose

HACC-PYP is for people aged under 65 and Aboriginal people aged under 50 who need assistance with daily activities, including personal care, dressing, preparing meals, house cleaning, property maintenance, community access and using public transport.

The program has been designed to support people with disabilities, a medical or health condition and their respective carers to live as independently as possible in their own homes.

Property maintenance services provide advice and assistance with home and garden maintenance to help people maintain a safe, habitable and healthy home environment. The services provide repairs and modifications to assist people managing disabling conditions to move safely about the house.

Services work in partnership with the person, their carer and other service providers to implement approaches which improve, restore or maintain the person's capacity to remain living independently at home.

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## 2. Scope

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**Budget:** nil

**People:** nil

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### 3. Relationships

#### Internal

- Uniting Volunteer services
- Uniting HACC PYP team members
- Uniting Gippsland team members
- Other Uniting staff and volunteers

#### External

- Consumers / Clients
  - Community Service Providers as required
  - Vendors & Suppliers
  - Other providers and partners
  - Commonwealth, State and Local Government departments as required.
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### 4. Key responsibility areas

#### Service delivery

- the installation of small mobility aids, grab rails, ramps, shower rails, special taps, raised vegetable gardens or other items related to safety, independence and home-based activities
- clearing long grass or flammable materials in high fire-danger areas
- one-off garden clearing or modification to enable the person to maintain a low maintenance garden.
- Gardening as a physical activity has been shown to have multiple benefits, including bending, stretching, weight bearing and as a meaningful and enjoyable activity
- minor household maintenance or repairs that do not require the skills of a qualified tradesperson such as a licensed electrician or plumber. Examples include changing light bulbs where a ladder is required, replacing tap washers, minor furniture changes or installation, or painting which is necessary for safety reasons
- unblocking drains
- removal of rubbish where removal is necessary to maintain a safe home environment and there are no other practical options
  - advice about other programs and services
- Participate in meetings necessary to achieve the ongoing success and requirements of the program.
- Liaise and collaborate with consumers, staff, co-locators, suppliers and the general public to achieve program outcomes.
- Ensure all administrative and reporting requirements of the programs are completed and submitted to the Team Leader, as needed and within the appropriate timeframe.
- Use principles of best practice to provide an innovative and responsive service.

#### People and teams

- Identify opportunities to work with Uniting support teams to promote Uniting and HACC PYP locally
- Participate in team meetings as required
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful, and enthusiastic work environment.

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#### Data Collection and Reporting

- Ensure timely data entry and maintenance of accurate information into electronic client management systems, and analyse evidence base to improve outcomes, outputs and initiate improvement activities.

#### Representation and Advocacy

- Attend network meetings and other related local forums or meetings as required.
- Attend and actively participate in internal program, team and agency meetings.
- Identify gaps in services available and advocate as necessary and appropriate, with approval of Team Leader.

#### Quality Improvement and Evaluation

- Ensure that relevant policies and procedures are followed
- Ensure that the client's right to confidentiality is preserved and protected
- Actively participate in regular supervision activities.
- Identify training needs in consultation with Supervisor and attend professional development as deemed appropriate
- Promote a culture of effective legislative compliance across the organisation.
- Comply with relevant legislative requirements and Uniting policies and procedures.
- Report any incident or occurrence that may be in breach of Uniting's policies and procedures, to line manager or manager.
- Assist to ensure Covid safety practices are followed and adhered to.
- Lead and assist in program review, evaluation, and continual quality improvement.
- Be aware of Uniting's responsibilities to contribute to children's safety and wellbeing and report any concerns about neglect or abuse to a supervisor or manager.

#### Finance

- Produce and maintain accurate records in relation to any approved expenditure within the program.
- Aim for appropriate use and sustainability for all financial and other agency resources and assets.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management.
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to the position.

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## 5. Person specification

### Qualifications

- Victorian Driver's License.
- Desirable: Relevant professional trade qualifications/certificate

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#### Experience

- Proven experience in general exterior and interior home and garden repairs, maintenance and modifications, including the ability to review and interpret Occupational Therapy drawings.
- Demonstrated ability to participate in a multi-skilling learning environment and a self-managing team.
- Demonstrated ability to relate positively to a large range of people from diverse backgrounds, particularly people with disabilities.
- Demonstrated ability to use computers efficiently including Word and Outlook.
- Experience in handling sensitive information and maintaining privacy

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Child Safety:** demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Specialist Skills:** ability to plan and prioritise work relating to home maintenance and modification
- **Team Work:** ability to work as a cooperative and collaborative team member across the reception and administration teams, program teams, office teams and Gippsland Cluster teams
- **Local knowledge:** good knowledge of local services and/or the ability to source relevant information.

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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working with Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

#### Employee

Name:

Signature:

Date: