

Position Details

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| Title | Domestic Cleaner |
| Location | |
| Level | Community Support Worker – Level 1 |

Subee Mission and Values

Vision Statement: The Vision of Subee is to be a leader in the delivery of community health care services while striving to maintain a clear, client orientated care system. This system will continue to improve through internal and external assessment processes.

Mission Statement: Subee Pty Ltd is committed to providing quality home nursing, respite care and disability support services focusing on the unique needs of the clients and their families.

At all times we will ensure that every client is treated with respect, dignity, and sensitivity in a non-discriminating manner. Our aim is to promote, support and maintain the clients need to remain at home and encourage independence.

Relationship and Stakeholders

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| Reports to | |
| Direct Reports | Nil |
| Number of Employees | Nil |
| Key Internal Relationships | Administration Support Rostering Team Service Delivery Team |
| Key External Stakeholders | Subee Clientele, friends, and family |

Position Purpose

The purpose of this position is to:

To provide clients with high quality support and care that addresses individual needs, and enhances independence, abilities, community participation and/or quality of life in support of the client's individual goals and aspirations. This can be achieved through:

Service Delivery – Having knowledge on Subee Newlake's Policies & Procedures to ensure industry best practice implementation of client centred-services.

Stakeholder Management – Positive and constructive day to day communication with clients, their families, and carers to actively achieve client goals.

Individual and Team Responsibility – Working in a positive and constructive manner with all staff in the delivery of best practice client centric services. Taking responsibility for personal and professional development and training that is relevant to the achievement of individual client goals.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Subee Pty Ltd Mission Statement, Code of Conduct and Equal Employment Opportunity Principles.

Selection Criteria to be Addressed

Qualifications

Essential

- NDIS Workers Check
- First Aid Certificate
- Valid Driver's Licence

Desirable

- Knowledge/experience of the community/aged care/disability sectors

Essential Competencies and Experience to be Demonstrated:

- One year or more's experience in domestic cleaning
- Strong attention to detail
- Ability to handle heavy equipment and machinery used in cleaning
- Ability to walk, bend, push, pull and lift repetitively during working hours
- Knowledge of cleaning chemicals, proper storage, and disposal methods
- Excellent communication
- Self-motivation and the ability to identify and complete needed tasks without direct supervision
- Ability to complete documentation in a timely and concise manner
- Ability to follow defined WHS and injury management policies and procedures in relation to the role and expectations and take all reasonable care for the safety and wellbeing of others in the workplace
- Ability to work independently and as part of a small team

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| HR-PD- Domestic Cleaner | Printed documents are uncontrolled. View current documents on Intranet | |
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| Key Result Area | Key Activities |
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| General Cleaning | <ul style="list-style-type: none"> • Cleaning and sanitising furniture, fixtures, and surfaces in rooms • Emptying bins, fridges/freezers • Sweeping, mopping, and vacuuming • Changing bed linen • Washing, drying, ironing and folding clothes • Washing dishes • Vacuuming, sweeping, mopping, • Cleaning sliding doors and window tracks. • Clean skirting boards, windows - including frames, sills and tracks, the tops of any cupboards, wall picture rails, tops of architraves and both sides of all doors, all other fittings, and insect/security screens etc. • Clean in wardrobes, shelves, drawers, and mirrored doors. Remove scuff marks. • Remove all cobwebs and insect marks and nests from walls and ceilings/light fittings. • Clean inside and outside of all cupboards and doors. • Clean inside, outside and around stove. • Clean inside and outside of oven, griller, doors, trays, racks, glass. • Clean toilet, bath, shower recess, remove built up soap residue on tiles and shower screens, clean sink and all tapware, towel rails. • Clean water outlet in shower and bath of hair and soap build up. • Shower curtain washed with bleach or replace if applicable. <p><i>**Please note cleaning duties are not limited to the above, cleaning requests may vary as per the client's needs**</i></p> |
| Upkeep of Equipment | <ul style="list-style-type: none"> • Organise refills for chemicals and cleaning supplies as needed • Brings in electrical equipment for safety testing as required • Maintain condition of company equipment and alert management of any broken/lost property |
| Administration | Provide accurate and detailed incident reports, and progress notes |
| Professional Development | <ul style="list-style-type: none"> • Attends all mandatory in-person training and meetings hosted by Subee and external bodies |

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| | <ul style="list-style-type: none"> • Achieves 12 hours professional development as outlined in Training requirements |
| Work Health and Safety | <ul style="list-style-type: none"> • Ensure safe work practices and a safe work environment is always maintained • Comply with Subee health and safety policies and procedures • Ensure work is carried out with the correct use of safety equipment |

Agreement of Position Description:

I have read, understood, and agree to comply with this job description.

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| Employee Name: | |
| Employee Signature: | |
| Date: | |

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| HR Coordinator Name: | |
| HR Coordinator Signature: | |
| Date: | |

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