

Home Care Domestic Cleaner Position Description

Job Overview:

To provide domestic cleaning support to Local Guardians Home Care Package clients.

About Local Guardians:

Local Guardians, is a leading Home Care Package Provider, is committed to delivering exceptional health and home care services through robust and dynamic governance. Local Guardians provides home care to a diverse range of individuals requiring assistance to live safely and comfortably at home.

Local Guardians Core Values:

- Responsive - to be accessible, flexible and on time.
- Open disclosure - to be authentic, honest, and empathetic.
- Ownership - to be cooperative, a team player, and to support each person as an individual.
- Continuous improvement - to attend training relevant to scope of practice to respect the individual's needs in a health, social, and environmental context.
- Simplicity - by that reporting shift notes and incidents is done so in a timely and concise manner.

Reports To:

- Home Care Package Provider – Local Guardians Management and the client/ their representative
- Shift notes must be provided with each invoice.

Responsibilities and Duties (scope of practice):

- Changing and washing bedding and making the bed.
- General cleaning duties include mopping, vacuuming, and dusting.
- Cleaning the living spaces used by the client, including the bathroom, kitchen, and laundry areas.
- Assist with general rubbish removal when requested.
- Follow provided work orders
- Adhering to infection control guidelines including hand hygiene, as well as safe use and storage of cleaning chemicals and equipment (mandatory infection control training module link).
- Working without direct supervision while undertaking allocated work.
- Be punctual and reliable when attending allocated shifts at the client's residence
- Complying with Local Guardians policies and procedures.
- Ensure the timely and accurate completion of shift notes and invoices to the Capital Guardians system.
- Report any changes in the emotional, social, and physical status of clients to the Local Guardians care manager/advisor.
- Recording any incidents [HERE](#) and notifying the Local Guardians Care Manager/Advisor.

Breach of Scope of Practice:

- Sometimes a person receiving care, or their family might ask you to do something outside your position description (or scope of practice), such as crushing a tablet for the person because they say it is difficult to swallow the medication. Your response should be to kindly decline and notify the Care Manager/Advisor.
- Going beyond the scope of practice can place a person receiving care in danger and you may be working outside the law.
- Any deviation from the predetermined responsibilities and duties set out in the position description is considered out of scope and is a breach of the Code of Conduct for Aged Care and Local Guardian's policies.

- A Serious Incident Response Scheme report will be made in the event of an incident involving a breach of scope of practice (mandatory Scope of Practice training module [LINK](#)).

Workplace Health and Safety:

- Have a working knowledge of safe work practices.
- Determine at **each** visit the safety of the client's home and as a workplace before commencing duties.
- Report any changes in the work environment that may present a risk to the health or safety to any person to the Local Guardians Care Manager/Advisor.
- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education based on race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation [LINK](#)
- Report any concerns or change in a client's wellbeing to the Local Guardians Care Manager/Advisor.

Requirements and Personal Attributes:

- National Police Check.
- ABN and public liability insurance.
- Commitment to a zero-tolerance policy towards abuse and neglect to all clients.
- Ability to communicate effectively with clients, advocates, other staff, families, carers, and other professionals.

Desirable Criteria:

- Mobile Phone and Internet Access.
- Demonstrate a willingness to maintain an immunisation schedule.
- First Aid Certificate or willingness to obtain.
- Previous cleaning experience.

Supporting Guidelines:

- A guide to working safely in people's homes [LINK](#)
- Code of Conduct for Aged Care [LINK](#)
- The Aged Care Charter of Rights [LINK](#)
- The Serious Incident Reporting Scheme [LINK](#)
- The Academy – free online training modules [LINK](#)
- Stop and Watch Tool for identifying changes to the norm in client condition [LINK](#)
- Escalation Process [LINK](#)
- Report an incident [LINK](#)
- Lodge feedback or a complaint [LINK](#)