



Abbeyfield Curtin House

Candidate Information Pack for prospective Casual Relief Housekeepers

November
2020

Welcome to Abbeyfield!

Thank you for your interest in this rewarding role of Relief Housekeeper at the Abbeyfield Curtin House. This information package contains information about the role, our organisation, and the fantastic person we are looking for!

Please read this Information Pack carefully, and then if you have any questions, feel free to contact Terry Weir at terryweir@bigpond.com

Abbeyfield houses provide independent living for residents. Each resident has a bed-sitting room (with ensuite facilities), which he or she furnishes, cleans and looks after. The resident's room is private and entry is only by the resident's invitation or permission. The residents share the garden and the communal parts of the house (e.g. lounge, sitting room, dining room, kitchen, and laundry) and enjoy the mutual support and companionship that develops from living together. Residents actively contribute to decisions about the day-to-day running of the house.

A Full Time housekeeper is employed with responsibilities that include household shopping, preparing meals, cleaning the shared areas and keeping the household accounts.

The Relief Housekeepers prepare meals and undertake some cleaning on weekends & public holidays. They also by agreement relieve the Full Time Housekeeper for Sick Leave & Annual Leave.

Residents pay a fee that covers all household expenses including food, heating and the housekeepers' salaries.

The Abbeyfield Curtin House

The Curtin Abbeyfield House (Canberra ACT) opened in late 2006. The residents range from 30 to 54 years of age and all live with a mild intellectual/physical disability. Most are employed, and they have developed a closely knit family atmosphere where they support and care about one another.

The live-in Housekeeper cooks meals, does the shopping and cleans the common areas. A self-contained Housekeeper's unit is at the front of the building. The Housekeeper is available out of hours during weekdays for emergency situations. At weekends a relief housekeeper prepares the evening meal and sleeps over in one of the house's guest rooms.

About Abbeyfield Australia

The Abbeyfield model of assisted housing commenced in the United Kingdom in the 1950's and Abbeyfield Australia opened its first house in Melbourne in the early 1980's. For over 30 years our approach has been to assist local communities to provide a locally managed solution to a local community housing need.

Abbeyfield Australia operates 15 Abbeyfield houses in Victoria, Tasmania, New South Wales, South Australia and supporting a further 8 Abbeyfield Local Societies and houses. We are committed to the development of sustainable community-based housing nationally. All Abbeyfield houses are operated on a not-for-profit basis by local communities as a local solution to a local housing need. An Abbeyfield House is a large house but it is not an institution or a facility. It is just an ordinary house in an ordinary street.

Abbeyfield Australia's head office is in Melbourne and we are supported by many volunteers nationally. Together we provide a niche, cost effective community housing alternative to communities.

Position details

Staffing

This position is for a Relief Housekeeper. Each Abbeyfield supportive house is staffed by a full-time (Monday to Friday) Housekeeper. A relieving housekeeper is employed to carry out the housekeeper's tasks on weekends or when the housekeeper is on leave or is otherwise unavailable to carry out the duties required.

Employer

Your employer will be Abbeyfield Curtin Incorporated (ACT).

Award classification

Abbeyfield Housekeepers are currently employed under the Social Community Home Care and Disability Services Industry Award 2010 (Homecare employee, level 2, pay point 2) but we are in the process of negotiating an Enterprise Agreement with all Abbeyfield House Housekeepers nationally.

Accountability

The housekeeper is accountable to the House Committee of the employing Abbeyfield local society. The Relief Housekeepers report to the Full Time Housekeeper.

Supervision

Abbeyfield Australia and a member of the House Committee are designated as the Housekeeper supervisor. The Housekeeper supervisor is responsible for:

- providing direction to housekeepers in matters of safety, health and welfare;
- ensuring that the terms and conditions of employment are adhered to;
- facilitating dealings between the House Committee and all Housekeeping staff;
- ensuring that there are clear lines of communication between the Committee, the Supervisor and all Housekeeping staff; and
- scheduling regular meetings with the Housekeeping staff and that feedback is provided.

Salary package components

The successful applicant will receive an attractive salary package comprising:

- an award salary and any applicable allowances in accordance with Social Community Home Care and Disability Services Industry Award 2010
- 9.5 per cent superannuation.

Duties

The key duties of the relief housekeeper position are:

- preparing the evening meal on weekends (in accordance with a menu and from provided ingredients);
- cleaning and tidying the common areas of the house (including the kitchen and bathroom) to the standards of the house;
- advising the supervisor of a resident's needs for extra assistance due to some minor temporary illness,
- assisting the residents to make the house a pleasant and friendly place in which to live;
- sleeping in the house's guest accommodation overnight to be available to respond in an emergency;

- such other duties which the House Committee may from time to time request as long as these can reasonably be performed within the relief housekeeper's normal working hours.

Selection criteria

1. Demonstrated experience in cooking varied and nutritious meals
2. Knowledge or experience working with people with a mild intellectual disability
3. Good communication and interpersonal skills – and the ability to maintain professional and friendly relationships
4. Ability to maintain a clean and tidy workspace
5. Ability to work cooperatively with others including voluntary committees; external service providers, residents and community groups
6. Understanding of the concept of the independence and dignity of residents
7. Ability to identify issues and problems as they emerge and to refer them promptly to the appropriate person for action
8. Capacity to act decisively, reliably and with common sense in an emergency
9. Possess a current First Aid Certificate (desirable)
10. Possess a current Working With Vulnerable Persons card
11. Possess a current Basic Food Safety Practices Certificate or equivalent
12. Possess a current Police Check clearance
13. Drivers Licence

How to apply and closing date

Applications addressing the selection criteria and including curriculum vitae listing qualifications, employment history and references must be received by 25 November 2020.

We prefer to receive applications by email to: terryweir@bigpond.com

If necessary hardcopy applications can be posted to:

Chair
Abbeyfield Curtin Inc.
PO Box 293 Curtin ACT 2605

Questions?

if you have any questions, please contact Terry Weir at terryweir@bigpond.com

Interviews

Shortlisted candidates will be contacted in the week following the close of applications to arrange an interview.