



Goulburn Abbeyfield House

Candidate Information



Pack for Prospective Housekeepers

July 2019

Welcome to Abbeyfield!

Thank you for your interest in this rewarding fulltime Housekeeper role at the Goulburn Abbeyfield House. This document contains information about the role and our organisation.

Please read this Information Pack carefully, and then if you have any questions, feel free to contact Lana Gardiner House Keeper Supervisor on 0408677628

Abbeyfield houses provide assisted independent living for residents. Each resident has a bed-sitting room (with en-suite facilities), which he or she furnishes, cleans and looks after. The resident's room is private and entry is only with the resident's permission. The residents share the garden and the communal parts of the house (e.g. lounge, sitting room, dining room, kitchen, games room 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.

Abbeyfield House Goulburn

The beautiful Goulburn Abbeyfield House opened in June 2012 and is set on the old 'Pencomas' Lodge site. The main building has been retained and the new additions echo the style and feel of the original residence. The house is very well positioned and only a short walk to the shops and amenities.

The House provides supportive independent accommodation for 10 adults with moderate disabilities.

About Abbeyfield Australia

Abbeyfield Australia is the peak national body representing 25 affiliated Abbeyfield Associations. Together this community based incorporated Associations successfully manage 22 Abbeyfield Houses across Tasmania, Victoria, South Australia, New South Wales, and ACT.

Traditionally, Abbeyfield's focus had been affordable, assisted group housing for older people, though in response to community need we have moved actively to meet the growing demand for assisted housing for adults with mild intellectual disabilities, and local communities seeking independent living units to complement Abbeyfield housing. Our model adapts to meet local community needs.

Abbeyfield Australia is a part of the world wide Abbeyfield movement encompassing countries as diverse as the United Kingdom, Canada, New Zealand, Belgium and South Africa.

The origins of the Abbeyfield concept

The Abbeyfield concept was conceived in London in 1956 when Richard Carr-Gomm OBE volunteered as an unpaid home help to assist elderly people who needed practical help and friendship to address deprivation, homelessness and loneliness. Richard purchased and renovated a run-down house, and opened the doors with himself as the housekeeper.

Position details

Staffing

Each Abbeyfield supportive house is staffed by a full-time (Monday to Friday) Housekeeper. Hours are 8.30am – 12midday returning at 3pm – 7:10pm with a sleep over from 10pm to 6 am calculates to a 76 hours per fortnight

A relieving housekeeper is employed to carry out the housekeeper's tasks on weekends or when the full time housekeeper is on leave or is otherwise unavailable to carry out the duties required. The full time housekeeper will also be responsible to liaise with relief staff and the house keeper supervisor to cover unexpected shift when required. Leave needs to be applied for with enough notice for the administration officer to complete a covering roster from the casual staff pool

Live-in

The fulltime housekeeper will be supplied with a comfortable 2 bedroom unfurnished flat attached to the main house with their exclusive use seven days per week, inclusive of all water and electricity costs. The full time house keeper uses their own vehicle to do the weekly shopping and any other travel for the house that is necessary within the Goulburn area for Abbeyfield House, a klm log is to be kept and is claimable in your yearly taxation return. The house keepers are not to transport residents.

The full time Housekeeper will be required to reside in the provided 2-bedroom unit five nights per week Sunday 10pm to Friday 7:10pm this is for availability overnight to assist with rare emergencies. We will discuss this with the preferred applicants.

Employer

Your employer will be Abbeyfield Australia Society Goulburn Incorporated.

Award classification

Abbeyfield Housekeepers are currently employed under the Social Community Home Care and Disability Services Industry Award 2010 (Homecare employee, level 2, and 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 Management Committee of the employing Abbeyfield local society.

Supervision

A member of the Committee of Management is designated as the Housekeeper supervisor. The Housekeeper supervisor is responsible for:

- ensuring that the Housekeeper is given all necessary support in matters of his/her safety, health and welfare
- ensuring that the terms and conditions of employment are adhered to
- facilitating dealings between the Management Committee and all Housekeeping staff
- ensuring that there are clear lines of communication between the Committee, the Supervisor and all Housekeeping staff
- Scheduling regular fortnightly meetings with the full time housekeeper and ensuring that feedback is provide, and the relief housekeepers on a pro rata basis

Ongoing professional development

When required by Abbeyfield the Housekeeper may be required to attend the Abbeyfield Australia Housekeepers conference at Abbeyfield expense. Abbeyfield may also require the Housekeeper to complete additional in-service training at its expense.

Salary package components

The successful applicant will receive an attractive salary package comprising:

- an award-based salary is paid and this is (subject to an Enterprise Agreement currently under negotiation) SCHADS Award
- 9.5 per cent superannuation
- Pro rate annual leave with leave loading (for temporary position)
- Private accommodation in an attractive and comfortable unfurnished 2-bedroom unit attached to the House.

Duties

The key duties of the position are:

- planning well balanced meals and shopping within the household budget;
- keeping housekeeping records;
- for all day to day shopping both a Cash Float and Debit Card (with a limit) are provided;
- The Float and Card balance are topped up fortnightly, on presentation of receipts for the previous fortnight;
- Preparing a main meal per day in the evenings, taking into consideration the particular likes and dislikes of the residents as far as possible and dietary requirements
- Cleaning and tidying the common areas of the house including the kitchen hall ways, laundry, store rooms, games room, bathroom and external verandahs and covered areas, this does not include the resident's individual outside areas.
- ensuring that the supervisor is aware of a resident's needs for extra assistance due to some minor temporary illness;
- assist with infrequent emergency situations such as fire or medical emergency, or other pressing health, safety or well-being issues affecting a resident;
- assisting the residents to make the house a pleasant and friendly place in which to live;
- Such other duties which the employing Local Society may from time to time request as long as these can reasonably be performed within the housekeeper's normal working hours.

Selection criteria

- Demonstrated experience in cooking varied and nutritious meals
- Knowledge or experience working with people with an intellectual disability
- Time management and budgeting skills including the ability to keep simple household accounts and other records
- Good communication and interpersonal skills – and the ability to maintain professional and friendly relationships
- Ability to maintain a clean and tidy house
- Ability to work cooperatively with others including voluntary committees, external service providers, residents and community groups
- Understanding of the concept of the independence and dignity of residents
- Ability to identify issues and problems as they emerge and to refer them promptly to the appropriate person for action
- Capacity to act decisively, reliably and with common sense in an emergency
- Possess a current First Aid Certificate or willing to obtain
- Possess a current national police check prior to commencing & updated every five years
- Possess a current food handling certificate or willing to obtain
- Driver's License
- Understanding of the WHS Act

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 Monday 22nd July 2019.

We prefer to receive applications by email sent to: lanag@ozemail.com.au.

If necessary hardcopy applications can be posted to:

The House Keeper Supervisor
Abbeyfield Australia Goulburn Society Inc.
PO Box 38
Goulburn NSW 2580

Questions?

Feel free to contact us after you have read this information if you have any questions. Please contact House Keeper Supervisor Lana on 0408 677 628 or email lanag@ozemail.com.au.

Interviews

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