



Abbeyfield Orange House

Candidate Information Pack for prospective Housekeepers



February 2020

Welcome to Abbeyfield!

Thank you for your interest in this rewarding Housekeeper role at the Abbeyfield Orange. This document 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 Nancy Trajcevski on 0491 704 808 or admin@abbeyfield.org.au.

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, 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 Orange

The Abbeyfield Orange house (Central West NSW) is a non-smoking house purpose built and opened in 1991. The house is located in central Orange, in a leafy residential area and in walking distance from local shops. The Housekeeper supports the independence of ten older residents and is employed by a supportive and skilled Management Committee.

About Abbeyfield Australia

Abbeyfield Australia is the national body managing and representing 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 house is staffed by either a full-time housekeeper or two-part time housekeepers, in a job sharing situation. (Monday to Friday). Some flexibility is available with working hours during a day. 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. The Housekeeper will also be responsible to liaise with relief staff in rostering for weekends and when on leave.

Live-in option

Our new Housekeeper will be offered the role on the basis that he or she lives-in for five nights per week and be available overnight to assist with rare emergencies. We will discuss this with the preferred applicants.

Employer

Your employer will be Abbeyfield Australia Limited.

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).

Accountability

The housekeeper is accountable to Abbeyfield Australia and the Abbeyfield Orange House Committee.

Supervision

A member of the House Committee 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 House 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 meetings with the Housekeeping staff and ensuring that feedback is provided.

Ongoing professional development

When required by Abbeyfield Australia 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 of approximately \$850.82 per week
- 9.5 per cent superannuation
- four weeks annual leave with leave loading
- private accommodation is available in an attractive and comfortable unfurnished one-bedroom apartment (subject to agreement), attached to the House.

Duties

The key duties of the position are:

- planning and preparing two well balanced main meals per day, taking into consideration the particular likes and dislikes of the residents as far as possible and shopping within the household budget
- keeping housekeeping records
- The main day to day shopping is done online and both a Cash Float and Debit Card (with a limit) are provided for other incidentals
- The Float and Card balance are topped up fortnightly, on presentation of receipts for the previous fortnight.
- cleaning and tidying the common areas of the house (including the kitchen, lounge room, dining room and guest bathroom)
- ensuring that the supervisor is aware of a resident's needs for extra assistance due to some minor temporary illness
- the live-in option, the housekeeper to be available overnight for five nights per week, to 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 House Committee 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 planning and cooking varied and nutritious meals
- Knowledge or experience working with older people.
- 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
- Possess a current national police check prior to commencing & updated every five years
- Possess a current food handling certificate
- Driver's Licence It is expected the Housekeeper will have his/her own car, for which an additional Allowance is paid. A carpark space is available for the successful applicant/s

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 5 pm Friday 28 February 2020.

We prefer to receive applications by email, sent to: admin@abbeyfield.org.au.

If necessary hardcopy applications will also be accepted and can be posted to:

Abbeyfield Australia
Att Nancy Trajcevski
Suite4, 856-860 Doncaster Road
Doncaster East Vic 3109

Questions?

Feel free to contact us after you have read this information if you have any questions. Please contact Ms Nancy Trajcevski on 0491 704 808 or email admin@abbeyfield.org.au.

Interviews

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