



# **Garran Abbeyfield House**

## **Candidate Information Pack for prospective Housekeepers**

December 2017

## **Welcome to Abbeyfield**

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

**Please read this Information Pack carefully, and then if you have any questions, feel free to contact Edwina Menzies on 0412047094 or [edwina@home.netspeed.com.au](mailto:edwina@home.netspeed.com.au)**

## **The Garran Abbeyfield House**

The Garran Abbeyfield House is a large comfortable shared house for ten younger adults with a mild intellectual disability and older people (generally 55+).

Each resident has a bed-sitting room (with en-suite facilities), which they furnish and clean. 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 (lounge room, sitting room, dining room, kitchen, and laundry) and enjoy the mutual support and companionship that develops from living together.

Our residents actively contribute to decisions about the day-to-day running of their house.

The Abbeyfield Garran house was set up in 1998 and is conveniently located at the end of a cul-de-sac close to one of Canberra's major shopping centres. It is also only a short walk to the local shops.

The house is currently transitioning from a house for seniors, to a house that will provide supportive independent living for young adults with mild intellectual disabilities. There are ten residents at present, two seniors, one senior with an intellectual disability, and seven young adults. The seniors act as on-call responsible adults on weekends, and both groups look out for each other. We have an active and involved committee that supports the housekeeper and oversees maintenance of the attractive garden that surrounds the house. The housekeeper's flat is full of winter sun, and has its own enclosed courtyard.

## **About Abbeyfield Australia**

Abbeyfield Australia is the peak national body representing affiliated Abbeyfield Associations. Abbeyfield Australia works collaboratively with these community based incorporated Associations to successfully manage Abbeyfield independent living houses and aged care facilities across Tasmania, Victoria, South Australia, New South Wales, the ACT and Queensland.

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**

### **Fulltime Housekeeper**

We are looking for a fulltime Housekeeper to work Monday to Friday, 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.

### **Live-in option**

Our new Housekeeper will be required to live-in for five nights per week and be available overnight to assist with rare emergencies. We will provide the Housekeeper with a comfortable unfurnished single bedroom unit for his / her exclusive use seven days per week, inclusive of all water and electricity costs.

### **Employer**

Your employer will be Abbeyfield Garran Incorporated.

### **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 Committee of Management of the employing Abbeyfield local society.

### **Housekeeper supervisor**

A member of the volunteer Committee of Management is designated as the Housekeeper supervisor. The Housekeeper supervisor is there to support the Housekeeper and be 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 meetings with the Housekeeping staff and ensuring that feedback is provided.

### **Ongoing professional development**

Ongoing professional development will be offered to our Housekeeper at the annual Abbeyfield Australia Housekeeper Conference. We may also require the Housekeeper to complete additional in-service training at our expense.

### **Salary package components**

The successful applicant will receive an attractive salary package comprising:

- an award-based salary of approximately \$772 per week (subject to an Enterprise Agreement currently under negotiation)
- 9.5 per cent superannuation
- four weeks annual leave with leave loading
- private accommodation in an attractive and comfortable apartment (subject to agreement).

## **Duties**

The key duties of the position are:

- planning well balanced meals and shopping within the household budget
- keeping housekeeping records
- preparing one main meal per day, taking into consideration the particular likes and dislikes of the residents as far as possible
- cleaning and tidying the common areas of the house (including the kitchen and bathroom)
- ensuring that the supervisor is aware of a resident's needs for extra assistance due to some minor temporary illness
- If the live-in option is adopted, 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 employing Local Society may from time to time request as long as these can reasonably be performed within the housekeeper's normal working hours.

## **Code of conduct and ethics**

The successful applicant will be required to sign a declaration in which they agree to comply with Abbeyfield Australia's Code of Ethical Conduct (policy) and Code of ethics (procedure statement). Together these documents establish the key principles of ethical behaviour for our organisation and people. They are:

- Honesty
- Integrity
- Transparency
- Accountability
- Confidentiality
- Objectivity
- Respectfulness

Importantly the Code of Ethical Conduct (together with the Code of ethics procedure statement) comply with Abbeyfield Australia's legal obligations under the National Regulatory System for Community Housing (NRSCH) which also requires all Abbeyfield staff nationally be familiar with the Code and to sign a commitment to comply with the principles it espouses.

## **Selection criteria**

- Demonstrated experience in cooking varied and nutritious meals
- Knowledge or experience working with an intellectual disability/ 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
- 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 5pm Friday 29<sup>th</sup> December 2017

We prefer to receive applications by email sent to: [edwina@home.netspeed.com.au](mailto:edwina@home.netspeed.com.au)

If necessary hardcopy applications can be posted to:

The Secretary  
Abbeyfield Garran Incorporated  
PO Box 5138,  
Garran ACT 2605

### **Questions?**

Feel free to contact us after you have read this information if you have any questions. Please contact Edwina Menzies on 0412047094 or email [edwina@home.netspeed.com.au](mailto:edwina@home.netspeed.com.au)

### **Interviews**

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