



**Dandenong
Abbeyfield
House**

**Candidate Information
Pack for prospective
Housekeepers**

May 2019

Welcome to Abbeyfield!

Thank you for your interest in this rewarding temporary Housekeeper role at the Dandenong Abbeyfield House. 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 Secretary Stella Hennequin on 0422 689 520 or stellahennequin@gmail.com.

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.

The Dandenong Abbeyfield House

The Dandenong Abbeyfield House provides housing for older people (generally 55+), in a purpose built House in Menzies Street. A partnership with the Mauritian Golden Age Club Incorporated, built on land previously owned by the state government and purchased by Abbeyfield Australia. The house was opened in 1997.

About Abbeyfield Australia

Abbeyfield Australia is the peak national body representing 25 affiliated Abbeyfield Associations. Together these community based incorporated Associations successfully manage 22 Abbeyfield Houses and two aged care facilities 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. However, 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 for liase with relief staff in rostering for weekends and when on leave.

Live-in option

Our new Housekeeper may 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.

If the live-in option is adopted, then we will provide the Housekeeper with a comfortable furnished single bedroom for his / her exclusive use seven days per week, inclusive of all water and electricity costs.

Employer

Your employer will be The Abbeyfield Society (Mauritian Golden Age) 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 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 meetings with the Housekeeping staff and ensuring that feedback is provided.

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 of approximately \$826.10 per week (subject to an Enterprise Agreement currently under negotiation)
- 9.5 per cent superannuation
- Pro rate annual leave with leave loading (for temporary position)
- private accommodation is available in an attractive and comfortable furnished bedroom with ensuite (subject to agreement), in 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 two main meals 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.

Selection criteria

- Demonstrated experience in 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.

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 24 May 2019.

We prefer to receive applications by email sent to: stellahennequin@gmail.com.

If necessary hardcopy applications can be posted to:

The Secretary
The Abbeyfield Society (Mauritian Golden Age) Inc
1-3 Menzies Ave
Dandenong North, Vic 3175

Questions?

Feel free to contact us after you have read this information if you have any questions. Please contact Secretary Stella Hennequin on 0422 689 520 or stellahennequin@gmail.com.

Interviews

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