



Employment Opportunities at Baptistcare for Domestics

Baptistcare is an established and growing provider of quality residential and community aged care, together with programmes in the fields of disability support, mental health and community services in Western Australia.

We offer our staff

- A safe and friendly work environment
- Attractive Salary Package
- Continuous learning and training opportunities

Your role as a Domestic will be to provide a clean and hygienic physical environment for staff and residents. We are looking for hardworking and enthusiastic people for this role which offers rewarding opportunities at Baptistcare.

Baptistcare provides services through the following locations:

Great Southern region:

- Bethel Hostel, Albany
- Moonya Nursing Home and Hostel, Manjimup
- William Carey Court, Busselton

Perth Metropolitan region (South):

- Gracewood Hostel and Leslie A. Watson Nursing Home, Salter Point
- Graceford Hostel, Byford

Perth Metropolitan region (North):

- David Buttfield Centre, Gwelup

Perth Metropolitan region (East)

- Sunshine Park Hostel, Lesmurdie

Perth Metropolitan region (South West)

- Gracehaven Nursing Home, Rockingham
- Gracehaven Hostel, Rockingham

For more information about these positions and locations please write to:

recruitment@baptistcare.com.au

Baptistcare
Employee Relations Officer
PO Box 1067
CANNING BRIDGE WA 6153

POSITION TITLE:	Domestic
LOCATION:	Residential Aged Care Facility
RESPONSIBLE TO:	Manager Residential Care
AGREEMENT/ AWARD:	Baptistcare LHMU Enterprise Agreement 2003
CLASSIFICATION:	N/A

Key Result Areas:

1. To provide a clean and hygienic physical environment for staff and residents
2. Complying with occupational safety and health requirements
3. Contributing to the continuous quality improvement of the organisation
4. Working within our “Philosophy of Care”

This position description describes the selected range of tasks for this position. This list is not intended to be complete. From time to time often tasks may be assigned to meet the needs of the organisation.

Statement of Tasks

1. To provide a clean and hygienic physical environment for the staff and residents

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> • To undertake the cleaning, in accordance with cleaning schedule. 	<ul style="list-style-type: none"> • Perform dusting and vacuuming tasks • Sweep and mop floors • Empty Facility bins as required • Ensure all bathrooms, staff areas and public toilets are clean • Ensure that after each shift, equipment is stored away and utility room is clean. • Ensure that each room is cleaned on a rotational basis and when a room has been vacated. • Dust the high areas of the facility (fans, curtain tracks) as per schedule.
<ul style="list-style-type: none"> • Safely use and maintain all equipment and resources designated to this position 	<ul style="list-style-type: none"> • Equipment must be used for it’s designated purpose only. • Chemicals only on the approved Chemical Register are the only permitted Chemicals to be used. • Keep all equipment and aids clean and store in the correct manner • Ensure all faulty equipment is reported to the Manager Residential Care. • Refer to operation instruction/manuals and ensure you are familiar with machines.
<ul style="list-style-type: none"> • Actively participate within the facility work structure 	<ul style="list-style-type: none"> • Ensure high standards of personal hygiene are maintained • Ensure effective Infection control measures are followed • Carry out other duties as directed by the Manager Residential Care
<ul style="list-style-type: none"> • Undertake and participate in education sessions as required 	<ul style="list-style-type: none"> • For safety measures, you are required to attend scheduled education sessions

2. Contributing to the continuous quality improvement of the organisation

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> Demonstrates regulatory compliance in occupational health and safety. 	<ul style="list-style-type: none"> Report any hazards or potential hazards suggesting possible solutions in the appropriate manner. Assists in maintaining a safe work environment. Complies with Baptistcare safety policies and procedures. Be aware and comply with universal precautions for infection control.

3. Complying with occupational safety and health requirements

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> Contribute to the continuous quality improvement of the organisation. 	<ul style="list-style-type: none"> Look for and suggest ways to improve systems and processes in the facility. Complete Improvement logs where appropriate. Work with other staff on Continuous Quality Improvement projects when required. Attend staff meetings as required.
<ul style="list-style-type: none"> Compliance with the Occupational Health and Safety programme in all aspects of your duties. 	<ul style="list-style-type: none"> Attend and participate in safety meetings, Follow established practices and procedures and use the techniques documented in the Occupational Health and Safety programme.

4. Working within our “Philosophy of Care”

Core Values	Performance Outcomes
Respect	Deliver quality health care services whilst preserving and maintaining independence dignity and individual rights with responsibility
Integrity	To manage out day to day operations and relationships in such a way that demonstrates our commitment to openness, truth and honesty
Commitment	Provide a team of committed, competent staff and volunteers who will develop and encourage caring relationships between themselves, those in need and their families.
Excellence	Provide a high standard of appropriate care and support for people with special needs.



POSITION DESCRIPTION

Signatures

Accepted and agreed by:

Employee Signature:

Date:

Manager Signature:

Date:

Next Review Date:

Selection Criteria

Essential:

- Experience in cleaning or related position
- Ability to follow work plan and work orders
- Ability to operate domestic cleaning equipment
- Demonstrated time management skills
- Ability to work as part of a team
- General understanding of Occupational Safety and Health principles
- Willingness to work within the Christian ethos of the organisation and its Vision, Mission and Values of Care.

**BAPTISTCARE
PHYSICAL JOB DESCRIPTION
for a
DOMESTIC ©**

INTRODUCTION

This document is a Physical Job Description / Task Analysis of the work performed by a Domestic employed by Baptistcare.

It gives a broad outline of the tasks undertaken by a Domestic, and the physical parameters in performing the tasks.

The analysis has been undertaken by a Certified Professional Ergonomist.

RELEVANT INFORMATION

Domestics are employed in various facilities within Baptistcare. This can include Nursing Homes or Hostels.

Primary tasks undertaken includes:

- Mopping
- Dusting
- Wiping down
- Sweeping
- Vacuuming
- Dolly mopping
- Toilet cleaning
- Ceasing of carpets
- Furniture re-arranging
- Tidying of rooms and public areas

Secondary tasks undertaken includes:

- Spot cleaning
- Cleaning of windows / window treatments
- Maintenance / cleaning of rooms at changeover of new residents

Time worked ranges from 2 to 5 hours.

PHYSICAL JOB DESCRIPTION

DOMESTIC/CLEANER

SCALE of ACTIONS

RARELY = < 10 x/shift or < 1/2 hour/shift

POSITION DESCRIPTION

OCCASIONALLY = 10-30 x/shift or <1 hour/shift
 FREQUENTLY = 30-50 x/shift or 1-2 hours/shift
 VERY FREQUENTLY = > 50 x/shift or 2-3 hours/shift

Note: this scale is based on an 5-hour shift

POSTURE & LAYOUT		SCALE
1.	<u>Work height</u> <ul style="list-style-type: none"> • below knee height • between knee and waist height • between waist & shoulder height • above shoulder height • Loads are held away from the trunk 	<p>Occasionally – reaching to low furniture or items on the floor, some aspects of cleaning tasks</p> <p>Frequently/ very frequently – using mop/vacuum etc., cleaning down items</p> <p>Frequently – cleaning tasks such as wiping down mirrors, walls etc.</p> <p>Rarely –reaching to overhead cupboards/wardrobes, using Dolly mop to clean corners of bathroom ceilings / over tops of wall tiles, dusting windows</p> <p>Rarely</p>
2.	<u>Awkward positions</u> (reaching, stretching, stooping) are maintained for periods of up to 5 minutes.	Occasionally – cleaning shower recesses & toilets
3.	<u>There is prolonged</u> <ul style="list-style-type: none"> • sideways, backwards or forward bending of the neck • sideways, backwards or forward bending of the back • twisting of the neck • twisting of the back • above shoulder reach 	<p>Frequently</p> <p>Frequently (<45 degrees),</p> <p>Occasional (> 45 degrees)</p> <p>Frequently</p> <p>Rarely</p>
4.	<u>Posture can vary between</u> <ul style="list-style-type: none"> • sitting, standing & walking 	Rarely (generally on feet for whole of shift)
5.	<u>Work</u> is easy to reach and can be performed close to the body.	Frequently

6.	<u>Seating is:</u> Not relevant	
7.	<u>Stairs</u> are climbed.	Rarely (may be external stairs in some facilities)
8.	<u>Vigorous movements</u> are required.	Occasionally – lifting mop bucket to sluice, moving some items of furniture
TASK & OBJECT		SCALE
9.	<u>Manual Handling</u> is undertaken.	Frequently
10.	<u>Weight of items handled</u> ranges between <ul style="list-style-type: none"> • 0 - 4.5kg • 4.5 - 10kg • > 10kg 	Very frequently Frequently Rarely
11.	<u>Specific items</u> of equipment or tools are used in the work.	Frequently - household items such as broom, vacuum, mop trolley, mop bucket
12.	<u>Pushing/pulling</u> is involved.	Occasionally – mop trolley, vacuum cleaner, moving furniture
ENVIRONMENT		SCALE
13.	<u>Work</u> is performed in a confined space.	Occasionally – smaller bathrooms or limited space in bedrooms
14.	<u>Floor surfaces are</u> <ul style="list-style-type: none"> • level, mainly tidy 	Continually
OTHER FACTORS		
15.	Nil relevant	



POSITION DESCRIPTION

PHYSICAL REQUIREMENTS OF THE JOB

Overall strength level required to perform the job: Medium

A high strength level is required:	Rarely
A medium strength level is required:	Frequently
A low strength level is required:	Frequently

Overall endurance/fitness level required to perform the job: Medium

The average duration of a **high** level of physical activity is <1 hr/day.
The average duration of a **medium** level of physical activity is 2 – 4 hrs/day.
The average duration of a **low** level of physical activity is 2 – 4 hrs/day.

Overall flexibility level required: Medium

Spinal – Medium
Shoulder girdle/arm/hand – Medium
Hip/knee/ankle/foot – Medium

Must be able to:

Maintain a slight to moderate degree of lumbar flexion for periods of a few minutes at a time repeatedly throughout a working day.
Continually squat or crouch for periods of a few minutes at a time.
Work above shoulder level for periods of a few minutes at a time.
Lift up to 10 kgs. between waist and floor levels.
Carry up to 10 kgs. over short distances.
Push / pull up to 10-20 kgs for several minutes at a time.
Stand/walk for lengthy periods.
Walk reasonable distances.

Must have:

Moderately good whole-of-body flexibility
Medium levels of aerobic and anaerobic capacity
Reasonably strong and stable leg joints for prolonged standing and walking activities
Good grip strength
Good spinal strength and flexibility.

INJURY RISK RATING

The following Injury Risk Rating gives some guidance as to the degree of risk involved in this position.

1. Probability that an injury will occur
 - medium = remotely possible, or, unusual but possible
2. Exposure i.e. frequency of risk of an injury.
 - medium = occasional exposure to the risk factor

3. Severity of injury that is likely to occur.
 - medium = moderate symptoms requiring treatment off-site
4. Consequence if an injury occurs
 - medium = first aid and/or medical treatment required, modification to duties may be required for a short period
5. Costs if an injury occurs
 - medium = workers compensation costs expected to be between \$500 & \$5000, non-compensable costs expected to be under \$5000

CONCLUSIONS

The work undertaken by a Domestic involves almost constant physical activity varying from low to high intensity but predominantly of a medium intensity. Undertaking physical tasks is required during almost all of the working hours.

The work carries some risk of injury given that it is highly physical.



Photo 1: Typical cleaning trolley



Photo 2: Typical carpet cleaning machine

Date compiled – 21 December 2005