

Position title	Home Help Mentor
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and community services employee Level 1 - pay point 1
Hours per week	Full time fixed term (6 months) with possibility of extension
Reports to	Home Help Mentor
Position holder	Vacant

Home Help Worker needed.

The Home Help Worker will provide asset maintenance services including cleaning and gardening predominantly to domestic customers as well as on Centre for Participation sites.

The Home Help Worker will:

- Undertake cleaning, gardening and minor repairs
- Facilitate appropriate training to upskill participants and volunteers in line with roles
- Contribute to the organisational continuous improvement plan
- Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes in accordance with Centre for Participation procedures
- Undertake other duties and functions as directed, commensurate with current level of skills and classification

Key Selection Criteria

Essential

- Demonstrated skills and experience in cleaning and/or gardening and/or minor repairs to buildings to a high standard
- Demonstrated ability to work effectively as a part of a team and with a diverse range of people and personalities
- Effective time management and organisational skills with demonstrated reliability
- Excellent communication skills including effective listening and clear interpretation
- Ability to work with minimal supervision and demonstrate high levels of initiative
- Demonstrated ability to work effectively as a part of a team and with a diverse range of people and personalities
- Effective time management and organisational skills with demonstrated reliability to determine priorities and meet deadlines
- A current Victorian motor vehicle licence

Desirable

- Certificate II in Cleaning (CPP20617)
- At least 2 years' experience in related field

Personal attributes

- Confident communicator
- Excellent customer service
- Patient and even tempered
- Self-disciplined
- Ethical and honest
- Determined and positive

Conditions of employment

- All terms and conditions of employment are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 and the National Employment Standards
- The employee agrees to abide by all health and safety rules and requirements, policies and procedures of the employer that may be amended from time to time
- This appointment is subject to Police check, Working with Children Check and Disability Worker Exclusion Scheme

Chief Executive Officer review and approval:

I have reviewed and approve the above position description

Signature: _____ Date: / /

Robbie Millar - Acting Chief Executive Officer

Employee statement

I have read, understand and agree to the above position description

Name:

Signature: _____ Date: / /