



Home and Garden Maintenance Support Worker

January 2025

Celebrating our diversity

PO Box 1 / 37-39 Rose St, Manjimup WA 6258
T: (08) 9771 7777 F: (08) 9771 7771
E: info@manjimup.wa.gov.au W: www.manjimup.wa.gov.au



Home and Garden Maintenance Support Worker – F250021

Part-Time (0.6-0.8), \$32.43 per hour (plus entitlements)

The Position

Manjimup Home and Community Care is seeking a dedicated home and garden maintenance support worker to join our friendly team providing lawn mowing and gardening duties, and occasional minor home maintenance for our consumers. You will need to be available for scheduled as well as weekend work. This role includes:

- Undertake lawn mowing, various garden maintenance tasks, prioritising works to meet consumer needs and service requirements.
- Engage consumers in garden and maintenance activities to build capacity to maintain and promote a consumer's ability to live as independently as possible.
- Provide advice and assistance with safety-related minor maintenance enquiries and tasks as accessed and approved.
- Conduct servicing and minor repairs to Shire machinery and equipment.
- Reporting consumer changes via case notes, and manager reports when urgent.
- Maintain active communication regarding consumers and service delivery through team meetings, training and development opportunities, and regular reports to Home and Garden Maintenance Supervisor.
- Ensure consumer confidentiality is maintained at all times.

The Person

The ideal applicant will have the following skills and experience:

- Proven ability to work independently and as part of a team.
- Demonstrated ability to work to a plan and schedule of work to meet a range of deadlines.
- Demonstrated effective and empathic communication with older people, people with disabilities and families/carers.
- Demonstrated physical capacity to undertake work.
- Knowledge of gardening, reticulation, minor building and home maintenance trades.
- C Class drivers' licence, with fully insured vehicle able to pull a trailer with equipment.
- Current NDIS Check, or willingness to obtain.
- Previous experience in a Community Care environment (desirable).
- Senior First Aid Certificate (desirable).

Note: MHCC employees are required to be COVID-19 vaccinated (min. 3 doses) as per 'Management of COVID-19 for Manjimup Home and Community Care (MHCC) Aged and Disability Services' Policy.

To Apply

Visit www.manjimup.wa.gov.au for information about the position, including the position description, application details, information about the Shire of Manjimup, and benefits of the local community. For further inquiries, please contact Emily O'Neil, Human Resources Manager, at hr@manjimup.wa.gov.au or at 9771 7777.

Closing Date: 5.00pm Wednesday, 5 February 2025

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.
- The selection criteria can be found on the last page of this pack.

3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

4) Supporting Documents

- Please provide only copies of supporting documents.

Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to info@manjimup.wa.gov.au
3. Mailed to

Benjamin Rose – Chief Executive Officer
Shire of Manjimup
PO Box 1, MANJIMUP WA 6258

Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
 - Right to work in Australia
 - Academic qualifications check
 - Reference checks
 - Worker's Compensation checks
 - Pre-employment medical
 - Criminal history check
 - Working with Children check
 - NDIS Worker Screening Check
-

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Home and Garden Maintenance Support Worker

Directorate	Community Services
Department	Manjimup Home and Community Care
Reports to	Manjimup Home and Community Care
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 2
Primary Location	Shire of Manjimup Wellness and Respite Community Centre

Position Objectives

- To provide lawn and garden maintenance and other support services to Home and Community Care Consumers.

Key Duties and Responsibilities

- Prioritise work to meet consumer needs and service requirements from a fortnight task roster.
- Engage consumers in garden and maintenance activities, as agreed in the consumer support plan, to build capacity to maintain and promote consumer ability to live as independently as possible.
- Undertakes lawn mowing, various garden maintenance tasks (including pruning and weeding) and chops fire wood.
- Provides advice and assistance with safety related minor maintenance enquiries.
- Completion of safety related minor maintenance tasks as accessed and approved.
- Conduct servicing and minor repairs to Shire of Manjimup machinery and equipment when in use and at end of shift, to maintain equipment in good working order.
- Report any machinery/equipment repairs required to the Home and Garden Maintenance Supervisor.
- Report any changes observed in consumers' condition or circumstances via case notes, or if urgent, direct to Home and Garden Maintenance Supervisor.
- Provides regular reports to Home and Garden Maintenance Supervisor and maintain active communication regarding consumers and service delivery.
- Ensure that consumer confidentiality is maintained at all times.
- Attending and contributing to team meetings.
- Actively participate in training and development.
- Maintain employees own roadworthy, fully insured vehicle with the ability to tow a trailer.
- Other duties as directed by Home and Garden Maintenance Supervisor or Manager Home and Community Care.

Physical and Environmental Demands

- Site based, physically demanding role; bend, squat, lift, carry, push, pull, climb ladders, and walk on uneven surfaces. Operation of lawn mowers, snippers and other heavy tools will be required.

- Driving and towing trailers is an essential requirement.

Extent of Authority

- Operates under general direction of the Home and Garden Maintenance Supervisor within established guidelines, procedures and policies of Council.

Skills, Knowledge, Experience and Qualifications

- Empathy and understanding of older people, people with disabilities, and their family members / carers.
- Ability to plan and schedule work to meet a range of deadlines.
- Good communication and interpersonal skills.
- Physical capacity to undertake work.
- Knowledge of gardening, reticulation, minor building and home maintenance trades.
- Proven ability to work independently and as part of a team.
- Previous experience in a Home and Community Care environment (desirable).
- C Class drivers' licence with appropriate insurance coverage.
- National Police Clearance.
- Senior First Aid Certificate.
- Current NDIS Check.

Selection Criteria

Essential

1. Proven ability to work independently and as part of a team.
2. Demonstrated ability to work to a plan and schedule of work to meet a range of deadlines.
3. Demonstrated effective and empathic communication with older people, people with disabilities and families/carers.
4. Sound physical capacity to undertake gardening and maintenance work.
5. Working knowledge of gardening, reticulation, minor building and home maintenance trades.
6. C Class drivers' licence, with fully insured vehicle able to pull a trailer with equipment.
7. Current NDIS Check, or willingness to obtain.
8. COVID-19 vaccinated

Desirable

1. Previous experience in a Community Care environment.
2. Senior First Aid Certificate.