



Curtin Abbeyfield House

Candidate Information Package for prospective Housekeepers



May 2015

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An overview of Abbeyfield in Australia

Welcome to Abbeyfield!

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

Please read this Information Package carefully, and then if you have any questions, feel free to contact Thelma Leach on 02 6254 3254 or email leachr.t@bigpond.net.au



Housekeeper Curtin Abbeyfield House

Abbeyfield seeks a live in housekeeper for our Curtin (ACT) house, a large family style home which provides supportive group housing to 10 adults with mild intellectual disabilities. The housekeeper works Monday-Friday and is on call in the case of emergency five nights per week.

The position attracts an award salary and additional benefits including superannuation and a comfortable unfurnished flat. For job description, please visit 'Publications' on www.abbeyfield.org.au and access the Candidate Information Package.

Applications addressing the selection criteria contained in the Candidate Information Package should be emailed to leachr.t@bigpond.net.au before 5pm on Friday 8 May 2015

Introduction

Abbeyfield, a nonprofit organisation, is established to provide affordable, supported accommodation for people who are in circumstances of social need and with limited assets and income. The focus of Abbeyfield is to maintain the independence of residents who are able to look after themselves but who do not wish to live on their own.

Abbeyfield houses provide independent living for residents. They offer support not care. If residents later require constant care and supervision, they will be assisted to find more appropriate accommodation where such services are provided.

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 by the resident's invitation or 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.

A housekeeper is employed by the local society with responsibilities which include household shopping, preparing meals, cleaning the shared areas and keeping the household accounts. Residents pay a fee which covers all household expenses including food, heating and the housekeepers' salaries.

Abbeyfield houses differ from other models of group housing in four important respects:

- Houses are established where the community believes the availability of this housing option would provide a viable alternative for young adults with a mild disability.
- A community based branch of the Society plans, establishes and manages the house and takes on responsibility for the well-being of the residents,
- A housekeeper is employed in each house. The housekeeper's role is an important element in the success of the houses.
- The rules of each house are very few and simple as they are determined by the occupants of that particular household for themselves. All residents have a voice in matters relating to the day-to-day management of the house.

The Curtin Abbeyfield House

The Curtin Abbeyfield House (Canberra ACT) opened in late 2006. The residents range from 30 to 54 years of age and all live with a mild intellectual/physical disability. Most are employed, and they have developed a closely knit family atmosphere where they support and care about one another.

About Abbeyfield Australia

Abbeyfield Australia is the peak national body representing 25 affiliated Abbeyfield Associations. Together these community based incorporated Associations

successfully manage 23 Abbeyfield Houses and three aged care facilities across Tasmania, Victoria, South Australia, New South Wales, the ACT and Queensland.

Traditionally, Abbeyfield's focus had been affordable, assisted group housing for older people, though in response to community need it has moved actively to meet the growing demand for assisted housing for adults with mild to moderate intellectual disabilities, and local communities seeking independent living units to complement Abbeyfield housing. Our model adapts to meet local community needs.

Abbeyfield Australia opened its first Abbeyfield House in Melbourne in 1986.

Abbeyfield Australia is a part of the world wide Abbeyfield movement encompassing 18 countries as diverse as the United Kingdom, Canada, New Zealand, Italy, Japan and South Africa. The Abbeyfield concept began in 1955 in the United Kingdom and today more than 9000 people in 850 houses throughout the world live in Abbeyfield Houses.

Abbeyfield Australia is a not for profit company limited by guarantee and a registered charitable entity.

Whilst being a national peak body advocating for all Abbeyfield Houses and Hostels, a key role of Abbeyfield Australia is to maintain a management and support framework for local Abbeyfield Associations.

Abbeyfield Australia provides a national framework within which local communities can provide high quality and very cost effective housing.

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.

The Abbeyfield House business model

A unique feature of the Abbeyfield model is that each Abbeyfield House is managed by a local Abbeyfield Association (an incorporated Association managed by a volunteer Committee of Management). The local Association manages all aspects of the house in accordance with the governance principles and procedures of Abbeyfield Australia, and are responsible for issues such as:

- compliance with tenancy legislation
- compliance with food safety standards
- induction and ongoing liaison with residents
- employment of the live-in housekeepers
- consultation with residents (individually and via a residents' house meeting)
- budgeting and financial management.

Position details

Staffing

Each Abbeyfield supportive house is staffed by a full-time (Monday to Friday) Housekeeper.

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 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 unfurnished single bedroom unit for his / her exclusive use seven days per week, inclusive of all water and electricity costs.

Job sharing

We will consider job-sharing arrangements to attract the best Housekeeper.

Employer

Your employer will be The Abbeyfield Society (Curtin) 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 direction 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 that feedback is provided

Ongoing professional development

When required by Abbeyfield the incumbent may be required to attend the Abbeyfield Australia Housekeepers conference at its 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 salary and allowances of approximately \$736 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 unfurnished apartment (subject to agreement with the Curtin Abbeyfield Society)

Major challenges of the Housekeeper's role

The major challenges of this position are:

- to ensure that the residents have access to the domestic support they require without encouraging dependence; and
- to work appropriately with various groups including the Committee of Management, the residents, their family and friends, and the local community.

Duties

The key duties of the position are:

- planning well balanced meals and shopping within the household budget;
- keeping the household accounts and necessary records;
- preparing the two main meals of the 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) to the standards of the house;
- ensuring that the supervisor is aware of a resident's needs for extra assistance due to some minor temporary illness,
- being on call at night in the event of a major emergency, such as a fire and responding to a major emergency situation that may arise at the house;
- being present in the accommodation for a reasonable period on the evenings rostered on;
- assisting the residents to make the house a pleasant and friendly place in which to live;
- such other duties which the employing Local Society or the residents may from time to time request as long as these can reasonably be performed within the housekeeper's normal working hours.

Selection criteria

Applicants must address the following selection criteria within their applications.

1. Demonstrated experience in planning, preparing and cooking varied and nutritious meals and in taking individual likes and dislikes into account.
2. Well developed organisation and budgeting skills including the ability to keep household accounts and other records.
3. Demonstrated skills in maintaining the cleanliness and tidiness of the shared areas of the house.
4. Demonstrated ability to work cooperatively with groups of young adults with mild disability; with voluntary committees; and with individuals and groups in the wider community.
5. Some experience of working with young adults with mild disability who have a level of independence to manage their own daily routine.

6. Demonstrated understanding of the concept of “maximising the independence” of the residents.
7. Proven ability to identify issues and problems as they emerge and to refer them promptly to the appropriate person for action.
8. Capacity to act decisively, reliably and with common sense in an emergency.
9. A Working With Vulnerable People card.
9. A First Aid certificate is desirable.
10. The successful applicant will be required to undergo a satisfactory police check prior to commencing.

How to apply

Applications addressing the selection criteria and including a curriculum vitae listing qualifications, employment history and references must be received by 5.00pm Friday 8 May 2015.

We **prefer to receive applications by email** sent to: leachr.t@bigpond.net.au

If necessary hardcopy applications can be posted to:

The Secretary
Abbeyfield Curtin Incorporated
PO Box 293
Curtin ACT 2605

Questions?

Do you have questions about this exciting role?

If so, feel free to contact us after you have read this information package. Contact **Thelma Leach on 02 6254 3254** or email leachr.t@bigpond.net.au

Interviews

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