

Njernda Aboriginal Corporation

NJERNDABORIGINAL CORPORATION

POSITION DESCRIPTION

Aged Care and HACC PYP Maintenance Worker

PURPOSE OF THE ROLE

The Aged Care and HACC PYP Maintenance Worker is responsible for garden and home maintenance clients who have been assessed under Aged Care Programs and HACC PYP programs.

Position Details	
Position Title:	Aged Care and HACC PYP Maintenance Worker
Location / Department / Division:	Health and Aging
Reports to:	Executive Director Health and Ageing
Positions reporting to this role:	Nil
Hours:	37.5 hours per week Aging Unit 22.5 hours / week Corporate 15 hours / week
Budget / Funding:	HACC/CHSP/IEI
Award and Pay Level classification:	SCHADS Level: 2
Pay Point classification:	Pay Point: 1
Position Description last reviewed:	15 August 2025
Key Accountabilities	

CHSP & HACC-PYP – Monday to Wednesday

- Provide Home Maintenance services in the form of lawn and garden maintenance for Clients assessed under the Commonwealth Home Support Program (CHSP) and HACC-PYP (Home and Community Care – Program for Young People).
- Adhere to scheduled work as per the roster and comply with service delivery outputs & record keeping.
- Function as a team member in close liaison with health, support and administrative staff.
- Understand and promote the philosophy and need for an Aboriginal Health Service in the community.
- Participate in ongoing training where relevant.
- Act in a professional manner in accordance with the policies and practices of the Corporation and to always ensure the confidentiality of all information.
- Understand and comply with program specific requirements for complaints, feedback and incident reporting, maintaining clients' rights, privacy and confidentiality in all aspects of service delivery.
- Communicate any incidents, feedback, complaints, or compliments from or regarding clients and carers to management promptly.
- Relay relevant client information to your supervisor including any observed changes in the client's condition or home environment.
- Compliance with the Aged Care Quality and Safety Standards including the Aged Care Code of Conduct

Njernda Aboriginal Corporation – Thursday and Friday

- Perform routine and preventative maintenance, repairs, and upkeep on facilities, equipment and grounds
- Provide support for event management set up and dismantle
- Ensure the Njernda's maintenance work vehicle, trailer and equipment are all cleaned, serviced and maintained in roadworthy and safe operating condition
- Follow safety procedures and protocols to ensure a safe working environment
- Maintain inventory of equipment, parts and supplies for repairs.
- Ensure chemicals and hazardous materials are used, transported and stored in line with regulations
- Transport Njernda staff and/or clients from time to time
- Team participation and contribution in staff meetings and to the organisation more broadly
- Performing other duties as directed by management within the program scope, skill level, qualifications and training

Organisational Responsibilities

Positively promote Njernda within and externally to the organisation

Comply with the Njernda Code of Conduct

Each employee has a responsibility to comply and promote practices with all Njernda policies and procedures and familiarise themselves with those relevant to their position

Comply with relevant registration bodies mandatory continuing professional development requirements as applicable, staff meetings, planning forums, service reviews and the integration of client feedback

Apply the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Njernda Aboriginal Corporation.






Carry out all work and interactions in alignment with Njernda values, including maintaining confidentiality and quality improvement

Commitment to ensuring a culture of child safety, preventing child abuse, and abiding by the child safety principles

Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position

Each employee has a responsibility to comply with and promote compliance with their industry standards and relevant regulatory requirements
Participate in performance appraisal and supervision processes
Follow all work / occupational health and safety policies and procedures associated with conducting activities on or offsite

Njernda Values

All staff are expected to behave in a way that is in alignment with our values:	
Respect 	Establish relationships based on respect and trust. Treats people with dignity, fairly and openly. Demonstrates personal standards of consistency, tolerance and patience.
Accountability 	Taking ownership and initiative of Njernda values to ensure trusted collaborations are formed. Be thoughtful of the impact of one's own behaviour on others.
Resilience 	Encouraging cultural and spiritual growth to enable personal growth
Advocacy 	Working to transform the disadvantaged and challenge the causes that impact on our community.
Cultural Sensitivity 	Welcoming and serving our community with understanding and without judgement.

Key Relationships

Internal	External
CEO	Community Members
Executive Directors	HACC-PYP & CHSP Clients
Managers	
HACC-PYP & CSHP Team	

Selection Criteria

Essential Qualifications / Role Requirements:

- Valid Driver's Licence
- First Aid Certificate
- Basic knowledge of Aged Care and Disability Act
- Should be physically fit and able to provide a medical clearance / pre-employment check

Skills

- Understanding and commitment to Aboriginal Culture and ability to communicate effectively with Aboriginal people.
- Ability to work effectively as part of a team
- Ability to perform physically demanding tasks such as lifting, bending, and working in various positions.
- Good communication skills
- Ability to manage tasks, prioritize workload, and maintain records.
- Able to operate garden maintenance equipment safely such as lawn mower, whipper snipper, chain saw utilizing all necessary PPE.

Experience

- 1-2 years in a similar maintenance role
- Experience in working in an Aboriginal organisation and community

Evidence of:

Pre-employment checks not limited to at least two professional referees, proof of identity and qualifications, Suitability check (Aged Care, NDIS), National police check, Working with Children's Check, full Victorian driver's license, disclosure of any pre-existing illness / injury and vaccination status in line with Njernda's current policy and procedure, and as applicable – eligibility to work in Australia, professional/regulatory licenses, registration and current good standing, and clearance on aged care banning orders.

Desirable:

- Work experience in an Aboriginal organisation

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____

Date: / / _____

Print Name: _____

PLEASE KEEP A COPY OF THIS POSITION DESCRIPTION FOR YOUR RECORDS

cc: Employee File