YURA YUNGI
MENKAWUM NGURRA
ELDERS RESIDENCE

JOB DESCRIPTION

Position Title:	**Laundry Assistant**
Work Unit:	**YYMNER**
Reports To:	**COO**
Direct Reports:	**None**
Award / Agreement:	**Aged Care Award**
Classification:	**General Worker Level 2**

Organisation Overview

Yura Yungi Medical Service Aboriginal Corporation (YYMS) is an Aboriginal community-controlled health organisation that provides holistic primary health care to Aboriginal and Torres Strait Islander peoples in Halls Creek and surrounding communities.

Menkawum Ngurra, as part of YYMS, focuses on delivery culturally appropriate aged care services that promote dignity, choice, and independence for elderly people, including those with complex care needs. Our work is grounded in culture respect, community empowerment, and person-centred support.

Mission

To deliver high-quality, culturally safe, and holistic health and wellbeing services that meet the needs of our people at every stage of life supporting healing, strength, and connection across community and Country.

Vision

Strong, healthy people and communities, grounded in culture and supported through holistic care.

Values

Our Values	What it Means to Us
Quality Care	We deliver safe, high quality, culturally responsive care in everything we do.
Holistic Wellbeing	We support physical, social, emotional, and spiritual health.
Respect and Self Determination	We listen, partner and support community led decision making.
Teamwork	We work collaboratively, support each other and our communities to achieve shared goals.
Integrity	We are reliable and act with honesty, transparency and accountability in all that we do.
Learning and Growth	We encourage continuous learning, personal development, and organisational improvement.
Community Voice	We listen to our community and shape our services around their needs.

Position Summary

The Laundry Assistant is primarily responsible for washing, drying, sorting, folding and distribution of all linens and resident clothes in a timely and clean manner.

The position also has a role in hazard and risk management, customer assistance and communication, as well as working effectively and positively within the team.

The Laundry Assistant works independently within their outlined duties and may at times be approached by consumers or staff to undertake tasks which would be deemed in need of the services offered within the Maintenance and Hospitality services division.

The Laundry Assistant will contribute to a professional and compatible work environment by providing a helpful, efficient, and courteous service to residents, family members, staff and volunteers that reflects the positive corporate image of Menkawum Ngurra.

Key Responsibilities

- Laundry area is maintained neat and tidy, and resources are used effectively.
- Relevant housekeeping infection control measures are in place.
- Ensure temperatures of machine cycles are recorded as required.
- Linen and clothes are labelled, sorted, laundered, and finished according to appropriate laundry cycles.
- Resident clothing is returned to residents, clean, neatly folded and ironed in a timely manner.
- Resident clothing storage is maintained neat and tidy.
- Linen trolleys are utilised in the movement of linen and clothing, and these are not left when they can compromise safety.
- Linen cupboards, storage areas are tidy and clean.
- Linen stock levels are recorded, and the quality of the linen is also reported on.
- Maintain inventory of all cleaning supplies and ensure Supervisor/Management is informed when new stock is required.
- Ensure appropriate procedures are followed for the storage of laundry equipment and chemical.
- MSDS forms are available for all chemicals.
- Maintain all laundry equipment in good working order.
- Participates in the risk management program and contributes to a healthy & safe work environment and it is expected that the Laundry Attendant will report issues or faults to machinery and furnishings, either directly to management or via the Service Improvement Request forms, as applicable to the hazard or risk.

Selection Criteria

Essential:

- Good communication skills
- Ability to work with frail older people and younger people with a disability.
- Able to work independently as well as being an effective member of the team.
- Good physical fitness and ability to maintain manual handling work including lifting up to 5kgs on a frequent basis.
- Able to carry out basic administrative processes including record keeping and collecting fees.
- Effective time management skills and ability to meet deadlines.
- Ability to deal with information in a confidential manner.
- Satisfactory Police Clearance.

Desirable:

- Experience in a commercial domestic-based role.
- Knowledge and experience in safe chemical handling
- Cleaning or Laundry experience in residential aged care
- Certificate II or III in Cleaning
- Current holder of a 'C' class license and have the use of a roadworthy vehicle.

Organisational

- Promote and implement the philosophy, aim and objectives of YYMNAC
- Be an active team member and support a service-based work culture showing commitment to the organisation's strategy, mission, vision and values
- Adhere to all YYMNAC Policies and Procedures.
- Actively participate in the organisation's Quality Management System – LEE Care.
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Actively participate in staff meeting and professional development activities.
- Actively participate in Performance Management and Review.
- Actively support a productive team approach to primary health care services provided by YYMNAC.

Other duties as required within the scope of your skills and experience if requested by management.

Work Health & Safety (WHS) Responsibilities

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all control measures, procedures and use of safety equipment that has been put in place to minimise the risk of injury through manual handling.
- Follow all OH&S policies, procedures, and practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of, race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always be supportive of management policies regarding Ground Rules, its vision, goals, interpersonal relationships, and Code of Conduct.
- Report any faulty equipment or safety issues in the Service Improvements Request Forms and to the Manager or Nurse in charge if appropriate.
- Ensure hazardous substances are stored safely and securely.
- Reports promptly to the Manager any work-related injury suffered, detailing how the injury incurred.
- Participates in a program or rehabilitation for a work-related injury where considered necessary by Workcover or a rehabilitation provider.
- Use maintenance appliances correctly, wearing suitable protective equipment as provided.
- Maintain working environment is neat and clean. Keep storage rooms and supplies neat and tidy.

Privacy & Confidentiality

According to the YYMS Code of Conduct, all staff must protect the confidentiality of information acquired in the course of their work including any patient information. A staff member should not use of disclosing any personal or sensitive information to any other person without specific authority to do so. You must comply with relevant privacy and information about acts and regulations. This confidentiality agreement remains in force while you are in your current position and after you leave the organization.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

Name: Brenda Garstone

Position: **Chief Executive Officer**

Signed: _____

Date: _____/_____/_____

Name:	**Signature:**
Date appointed to position:	