

Role Description:

Job Title:	Domestic Cleaner Social Enterprise Co-ordinator	
Administration Office	IDEA Program	
Salary	\$5 per hour	Superannuation The base salary is \$5 per hour. This includes the Employer Superannuation contribution of 10% of base salary and 8% employee contribution. With a base salary of \$5 per hour, the current contribution will be.90 cents per hour, and the take-home salary of \$4.10 per hour.
Hours of Employment	40 hours per week.	Flexible hours required. Time in lieu will be offered for hours worked in excess of 40 hours per week.
Leave	Paid sick leave of five days per year (Pro rata)	Holiday leave of 10 days per year.(Pro rata)
Appointment	Appointment to this position will be subject to continued program funding.	
Location	3 Brown Street, Toorak FNCDP Complex	Travel Required: Within Suva / Western and Northern Fiji.
Training	Training and support will be provided at the commencement of employment.	
Reports to:	IDEA ETF	Commence:

Application Accepted By:

MAIL: IDEA PROGRAM CHAIR, FNCDP COMPLEX 3 BROWN STREET, TOORAK SUVA FIJI OR information.idea@gmail.com

Job description

Qualification and Skill Requirements

Experience and or qualifications working with persons with disabilities.
Good English language skills, both oral and written, ability to use of Auslan Sign Language a distinct advantage.
Minimum of 2 years of related experience preferably in business and/or project management.
Knowledge of business & management principles related to operations planning, resource allocation, leadership techniques, and coordination of people and resources.
Superior organisational skills and techniques and dedication to detail, with experience managing multiple deadlines and complex assignments.
Experience developing and managing processes for facilitating customer needs assessments, setting and meeting quality standards, and evaluating customer satisfaction
Experience supervising a team of persons with disabilities.
Passion for working, independently and collaboratively in a professional manner
Willingness to take initiative and do what is necessary to complete the job
Demonstrable proficiency in analysing, summarising, and presenting information
Passion for social impact and commitment to the bigger picture mission of IDEA
Experience in cleaning an advantage.

Roles and Responsibilities

Co-ordination and Management

To coordinate the development of a social enterprise for domestic cleaning within Fiji.
To promote the domestic cleaning business as a worthy social enterprise.
To recruit people with disability to be trained as domestic cleaners.
To generate income for the program to ensure it's on going viability.
To support trainee and employed domestic cleaners with disability to maintain their employment.

Recruitment and training

To recruit and train IDEA candidates with disabilities to enable them to seek and gain employment as domestic cleaners.
To train people with disability to be trained as domestic cleaners, this will involve reviewing the training program and make an appropriate to the Fiji situation and usable by people with hearing impairment, poor literacy skills, or other disability.
To develop a training program for people already employed as domestic cleaners to up skill them to an appropriate standard as a method of income generation for the enterprise.

Finance

To manage the financial aspects of the domestic cleaning business, including employee wages, superannuation, payment from employers, superannuation.
To manage the purchasing of appropriate equipment.
Maintain and monitor income from the domestic cleaning enterprise.
Pay wages to the employees
Receive and receipt income and other payments.
Maintain time sheets of employees .and keep records of leave and entitlements
Prepare and maintain budgets.
Undertake activities to generate income for the enterprise.

Human Resource Management

To roster domestic cleaners.
To ensure a high standard of safety for all employees of the domestic cleaning service.

Administration

Develop and implement a marketing plan for the Idea Domestic Cleaning Social enterprise. Undertake other clerical and administrative duties as required. Other duties is relevant to the development and continuation and growth of the social enterprise.

Confidentiality

Maintain a high level of confidentiality regarding clients, staff and business practice and procedure.

Personal Development

Develop and maintain a high level of knowledge related to working with people with disabilities and the community sector, and the marketing and development of a social enterprise.