



Is a smoke free workplace

Position Description

Position: Cleaner (Domestic) Assistant

Date: May 2015

Classification: IJ1

Employment Status: Full time/Part Time/ Casual

Department: Services

Conditions: Health Services Union of Australia – Health & Allied Services, Administrative Officers – Victorian Public Sector – Multi Employer Certified Agreement 2011-2015.

Accountable to: Services Manager/Services Supervisor

Vision & Strategic Intent

Our Vision:

We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.

Our Strategic Intent:

Beechworth Health Service is intrinsic to the fabric of the community. We exist, as the local component of a larger health system, so that people have access to services that support/encourage/enable them to lead a healthy quality lifestyle.

We are in the business of providing Acute Care, Aged Care, Sub-acute Care, Primary Health Services, Community Health Promotion and Visiting Specialist Services.

Our core competence is to provide a range of services to fill current and emerging community health needs. In collaboration with service partners and the community we will be constantly looking for innovative ways to improve the health services we provide.

At Beechworth Health Service behave in a way that:

- is respectful and reflects equality
- encourages participation by all
- enhances quality of life
- promotes flexibility, acceptance and innovation
- adapts to the changing needs and expectations of our clients and the community
- meets the highest standards of quality

1. POSITION OBJECTIVE/S

- To provide exemplary cleaning to clients and patients of Beechworth Health Service
- To maintain highest levels of hygiene and comfort for clients and patients of Beechworth Health Service

2. KEY RESPONSIBILITY AREAS

2.1. Mandatory

- To live and model Beechworth Health Service values
- Actively promotes Beechworth Health Service in a positive manner.
- Provides safe and effective service.
- Committed to personal improvement.
- Ensure that “any person accessing Beechworth health Service will experience a person centred care approach to their care”.
-

3. GENERAL RESPONSIBILITIES

3.1. General

To effectively and efficiently assist with the day to day duties involved in the cleaning and accommodation within service areas, laundry and the external environment (some manual handling involved).

3.2. Risk Management

- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices through the risk management policy.
- Employ risk management principles and practices in day-to-day duties and functions.
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public.

3.3 Occupational Health and Safety

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures.
- To participate in programs designed to monitor and protect the health of staff in their workplace.

- To report as soon as practicable to your Manager.
 - Unsafe equipment , work practices or conditions
 - Potential Hazards
 - Near Misses
 - All injuries sustained whilst in the performance of work duties
 - Damage to Beechworth Health Service equipment or property.

4. DESIRABLE

Internal liaisons - Clients and patients of Beechworth health service; Families of clients and patients; Clinical and Allied Health Staff

External Liaisons

General public patronizing Beechworth Health; Volunteers.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent of the position will be accountable for maintaining and practicing infection control and food safety measures.

6. QUALIFICATIONS AND EXPERIENCE

An Annual staff appraisal will be conducted by the Services Manager or Services Supervisor

An agreed set of performance indicators which will be determined annually.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:-**.....

Attachments : Position Risk Assessment

KPI's

RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are-detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace	Frequency	Comments
Work Environment <ul style="list-style-type: none">•		
Work Activity <ul style="list-style-type: none">•		
Work relationships <ul style="list-style-type: none">•		