



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	607085
Division:	Wheatbelt	Title:	Laundry Worker
Branch:	Western	Classification:	HSW Level 1/2
Section:	Northam Hospital	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Title:</td><td>Manager Business & Support Services</td></tr> <tr><td>Classification:</td><td>HSO G-5</td></tr> <tr><td>Position No:</td><td>607017</td></tr> </table>	Title:	Manager Business & Support Services	Classification:	HSO G-5	Position No:	607017
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OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Title</td><td>607179 – Laundry Worker Casual, HSW Level 1/2</td></tr> </table>	Title	607179 – Laundry Worker Casual, HSW Level 1/2
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Positions under direct supervision:	← Other positions under control:																
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Section 3 – KEY RESPONSIBILITIES

Responsible for the day to day operation, production and supply of clean linen for Northam Regional Hospital and other designated sites in accordance with procedures and instructions.

WA Country Health Service

11 AUG 2016

REGISTERED

TITLE	Laundry Worker	POSITION NO	607085
		CLASSIFICATION	HSW Level 1/2



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

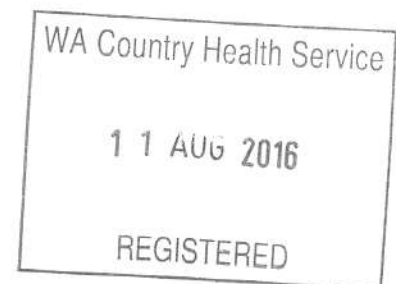
Justice – valuing diversity with a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	A Laundry Worker will undertake the following duties;	D	100
1.2	Responsible for the day to day operation and "team" building to ensure the production and supply of clean linen for Northam Regional Hospital and other designated sites.		
1.3	Assists in all laundry processing of linen		
1.4	Assists in preparing the clean linen trolleys for delivery to the Hospital and other designated sites.		
1.5	Responsible for the cleaning of the laundry and drying machines as directed.		
1.6	Responsible for the reporting of Plant and Equipment failures to the Laundry Supervisor		
1.7	Attend In-Service Training Programs and complete essential learning and positively participates in performance management.		
1.8	Participates in the commitment to the Hospital's Quality Management Program.		
1.9	Other duties as required by the Manager, Business and Support Services and Supervisor, Laundry Services		
<p>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</p>			



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Section 5 – WORK RELATED REQUIREMENTS

ESSENTIAL

1. Good communication skills and an ability to work within a close team environment.
2. Good organisational skills.
3. Problem solving skills at an appropriate level.
4. Ability to adapt to the needs of a varying workload.

DESIRABLE

1. Basic understanding of the safe use and potential hazards associated with chemicals.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Northam	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated	Nil		

Section 7 – CERTIFICATION

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

WA Country Health Service
1 1 AUG 2016
Signature and Date: _____
Executive Services
REGISTERED

WA Country Health Service
1 1 AUG 2016
Signature and Date: _____
Chief Executive Officer
REGISTERED

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed