

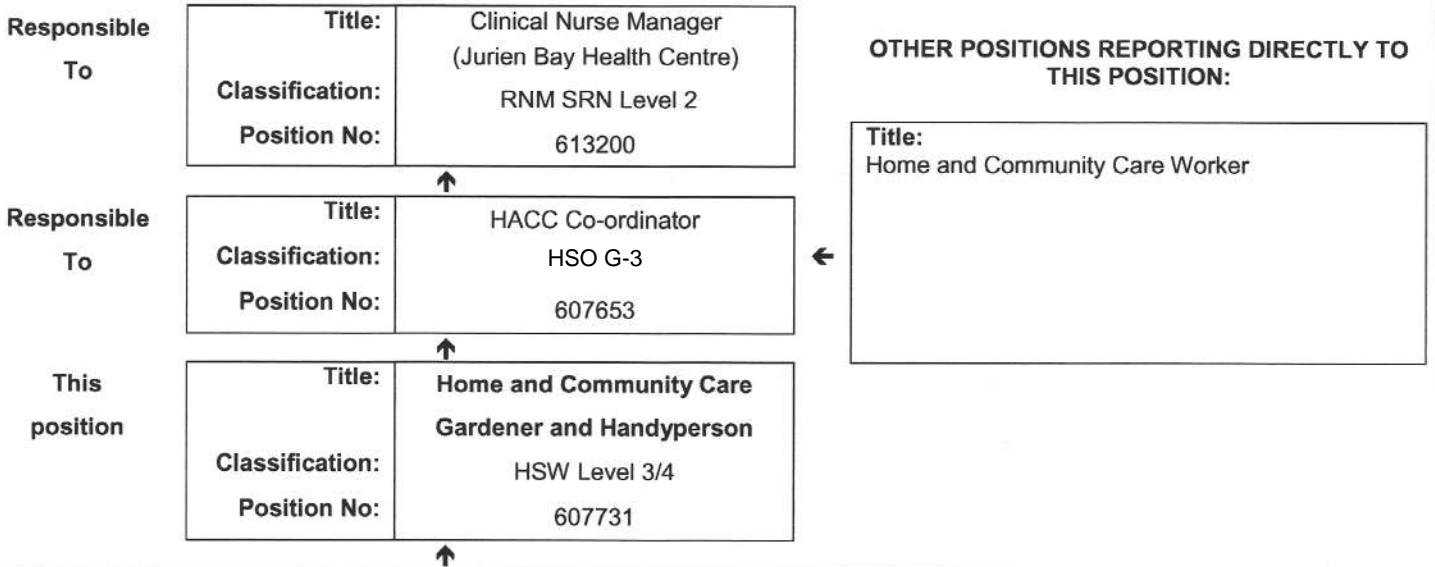


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	607731
Division:	Wheatbelt Region	Classification:	Home and Community Care Gardener and Handyperson
Branch:	Population Health		HSW Level 3/4
Section:	Western Wheatbelt Primary Health Service - Jurien Bay Health Centre		Award/Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:
Position No. Title	Category Number

Section 3 – KEY RESPONSIBILITIES

Responsible for delivering home gardening and minor household maintenance services to HACC clients in order to assist clients to remain safely in their own homes.
 Responsible for basic maintenance of the grounds at Jurien Bay Health Centre and the Cervantes Respite Centre in addition to carrying out minor repairs and maintenance of buildings at these locations.
 Responsible for overseeing vehicle maintenance of WACHS vehicles based at Jurien Bay Health Centre.

WA Country Health Service

1 5 SEP 2016

REGISTERED

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		CLASSIFICATION	HSW Level 3/4



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.

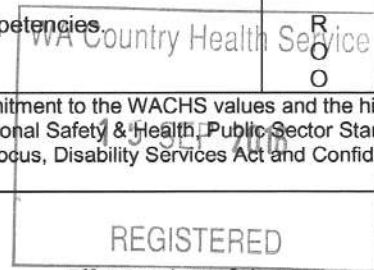
Justice – valuing diversity with a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	<u>GENERAL</u>		70%
1.1	Responsible for the general gardening and minor household repairs of allocated Home and Community Care Clients, using appropriate HACCC equipment, to ensure that Home and Community Care clients have a safe environment in which to live.	R	
1.2	Responsible for maintaining the grounds at Jurien Bay Health Centre and the Cervantes Respite Centre to include mowing, weeding, pruning, watering and reticulation systems maintenance in addition to carrying out minor repairs at these locations.	R	
1.3	Undertake these gardening duties in an efficient, friendly manner, respecting the Clients, their home and property.	R	
1.4	Perform general handyperson tasks except where the consumer or handyperson would be at risk and/or where the service of a qualified tradesperson is required.	R	
1.5	Collection and removal of garden refuse at the Jurien Bay Health Centre and Cervantes Respite Centre. Responsible for putting rubbish bins at roadside weekly & ensuring that all waste is disposed of according to standards.	R	
1.6	Responsible for obtaining the quotes, approval and appropriate equipment for the tasks required and ensuring basic maintenance of health service and Home and Community Care tools, machinery and equipment to required standard in accordance with manufacturers maintenance instructions.	R	
1.7	Utilises equipment and stores cost-effectively and appropriately.	D	
1.8	Adheres to the Occupational Safety & Health Standards in Chemical & Machinery usage and Manual Handling, ensuring that high standards of safe practice are maintained.	D	
1.9	Ensures appropriate prioritisation of duties, in the allocated time and demonstrate an ability to plan, implement and complete assigned workloads in a given period.	D	
1.10	Report any hazards in the client's home or garden, Jurien Bay Health Centre or Cervantes Respite Centre to the Home and Community Care Co-ordinator or Jurien Bay Health Centre Manager.	D	
1.11	Complete weekly vehicle check on WA Country Health Service vehicles based at Jurien Bay Health Centre, responsible for monthly washing and cleaning of vehicles. Complete monthly vehicle inspections and submit Vehicle Check Lists and Vehicle Logs.	R	
1.12	Maintain statistical data as required and relevant documentation.	D	
1.13	Undertake duties as directed by the Home and Community Care Co-ordinator and the Jurien Bay Health Centre Clinical Nurse Manager.	D	
2.0	<u>CLIENT LIAISON</u>		10%
2.1	Promote independence of client by encouraging both client and family to be involved in maintaining home environment.	D	
2.2	Follows the client's Support Plan when delivering services, signing after each visit	R	
2.3	Ensure liaison and weekly communication with Home and Community Care Coordinator and Jurien Bay Health Centre Clinical Nurse Manager.	R	
2.4	Encourage clients to liaise directly with Home and Community Care Coordinator to report changes in circumstance or duties that may be required.	R	
2.5	Contact clients by telephone to make an appointment for monthly lawn mowing	R	
3.0	<u>COMMUNICATION</u>		5%
3.1	Demonstrate effective interpersonal and negotiation skills with clients and staff.	D	
3.2	Maintain confidentiality at all times.	D	
3.3	Contribute to positive staff morale within the facility by demonstrating harmonious work practices consistent with the Philosophy and Objectives of the Health Service.	D	
3.4	Completes work related documentation in respect to travel and client service records and adheres to home visiting procedures.	D	
3.5	Initiates and re-directs issues through the correct organisational channels.	D	
3.6	Demonstrates awareness and knowledge of the multicultural and language issues that apply to the clients of this position.	D	
3.7	Report any issues to Home and Community Care Coordinator or Jurien Bay Health Centre Clinical Nurse Manager.	D	
4.0	<u>TEAM PARTICIPATION:</u>		10%
4.1	Positively participates in performance management and Quality Improvement programs.	O	
4.2	Attends staff meetings throughout the year when available and maintains an awareness of relevant current staff issues.	O	
4.3	Actively participates in Jurien Bay Health Centre committees as requested.	O	
5.0	<u>PROFESSIONAL DEVELOPMENT</u>		5%
5.1	Maintains and develops own knowledge and skills and meets annual competencies.	R	
5.2	Participates in appropriate education and training activities as required.	O	
5.3	Participates in annual Performance Development.	O	
<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 – SELECTION CRITERIA

ESSENTIAL

1. Experience in gardening and undertaking minor household and building maintenance.
2. Demonstrated knowledge of use, care, cleaning and minor maintenance of gardening equipment and motor vehicles.
3. Demonstrated knowledge of the safe use and potential hazards associated with chemical storage and usage.
4. Demonstrated effective communication and interpersonal skills to work independently or part of a team.
5. Demonstrated time management skills.
6. Demonstrated knowledge and understanding of confidentiality and clients with disabilities.
7. Basic computer skills.
8. Current C Class Driver's Licence.

DESIRABLE

1. Basic First Aid Certificate;
2. Current knowledge of Occupational Safety and Health in all aspects of employment and service delivery.
3. Demonstrated knowledge and understanding of the WA Health Aboriginal Cultural Respect Implementation Framework and experience in working in a cross cultural environment.

Section 6 – APPOINTMENT FACTORS

Location	Jurien Bay Health Centre	Accommodation	As per 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 Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current C Class driver's licence 		
Specialised equipment operated			

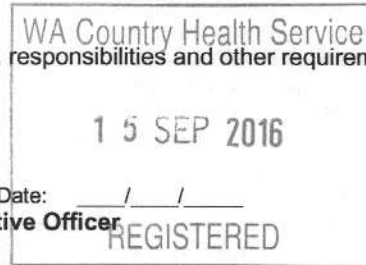
Section 7 – CERTIFICATION

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

Signature and Date: _____
Executive Services



Signature and Date: _____
Chief Executive Officer



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