

North Metropolitan Health Service Job Description Form

HSS Registered September 2016

Linen Assistant

Hospital Support Workers Agreement; Level 1/2

Position Number: 001382

Patient Support Services / Corporate Nursing Services
Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Manager, Patient Support Services
HSO Level G9
Position Number: 000241

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Manager, General Support Services HSO Level G7 Position Number: 005756



This Position

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Also reporting to this supervisor:

Title

Assistant Manager

Linen Services Officer

PSS Supervisor

Administrative Assistant

Payroll

FIE

Assistant Manager

1.00

1.00

1.00

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / Key Responsibilities

Determine and record linen requirements and receive, document, check, store and issue clean linen supplies to hospital wards, departments and site users as required. Remove soiled linen as required.

Linen Assistant | HSW Level 1/2 | 001382

Brief Summary of Duties (in order of importance)

- 1. Check ward and departmental linen imprest stores daily and as required and use bar code scanner to record stock required.
- 2. Download information re stock required into linen data base and produce computer generated picking list.
- 3. Select and pack stock required and enter issue details on to imprest sheets.
- **4.** Return completed sheets to Supervisor for detailed costing to cost centres.
- **5.** Assist with blanket checks and delivery of imprest trolleys and items to small Hospital departments.
- **6.** Assist with linen stocktakes as required.
- 7. Count, receive, check and store clean linen items received from the laundry.
- **8.** Count, receive, check and store direct purchase items e.g. pillows, sheepskins, pelvic wraps, slings and shrouds etc.
- **9.** Perform other duties as directed in accordance with the scope of the duties of Linen Assistant.

10. NMHS Governance, Safety and Quality Requirements

- 10.1 Participates in the maintenance of a safe work environment
- 10.2 Participates in an annual performance development review.
- 10.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 10.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 10.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 10.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

11. Undertakes other duties as directed.

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Work Related Requirements

Essential Selection Criteria

- 1. Excellent patient/customer service skills.
- 2. Ability to work as part of a team with limited supervision.
- 3. Reliability and punctuality.
- 4. Good communication skills, including written and spoken English.
- 5. Physical capacity to perform the duties of the position.
- 6. A commitment to maintaining patient confidentiality and dignity.
- 7. Basic literacy and competency with figures.

Desirable Selection Criteria

- 1. Knowledge of infection control and/or hygiene principles.
- 2. Certificate II in Health Support Services or equivalent.
- 3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager/Supervisor	Dept./Division Head	Position Occupant
Name: Ross Manning	Name: Linda Davies	Name:
Signature/HE:42950	Signature:	Signature:
Date:	Date:	Date:

Created on: September 2016 Last updated on: September 2016 Registered by HSS HE108284