



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	001915
Division:	Gascoyne	Title:	Cleaner
Branch:	Burringurrah Clinic	Classification:	Level 1 / 2
Section:		Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>District Director of Nursing</td></tr><tr><td>Classification:</td><td>SRN Level 8</td></tr><tr><td>Position No:</td><td>001071</td></tr></table>	Title:	District Director of Nursing	Classification:	SRN Level 8	Position No:	001071	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: <table><tr><td>Title</td></tr></table>	Title
Title:	District Director of Nursing								
Classification:	SRN Level 8								
Position No:	001071								
Title									
Responsible To	<table><tr><td>Title:</td><td>Nurse Practitioner - Remote</td></tr><tr><td>Classification:</td><td>SRN Level 7</td></tr><tr><td>Position No:</td><td>614718</td></tr></table>	Title:	Nurse Practitioner - Remote	Classification:	SRN Level 7	Position No:	614718		
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Classification:	Level 1 / 2								
Position No:	001915								

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Positions under direct supervision:	← Other positions under control:				
<table><tr><th>Position No.</th><th>Title</th></tr></table>	Position No.	Title	<table><tr><th>Category</th><th>Number</th></tr></table>	Category	Number
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Category	Number				

Section 3 – KEY RESPONSIBILITIES

To provide a clean and safe environment for both patients and staff which meets the standards set down by the Health Department of WA.

WA Country Health Service –
Midwest

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		CLASSIFICATION	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

Working together for a healthier country WA

WHAT WE STAND FOR

A fair share for country health – securing a fair share of resources and being accountable for their use.

Service delivery according to need – Improving service access based on need and improving health outcomes.

Closing the gap to improve Aboriginal health – Improving the health of Aboriginal people.

Workforce stability and excellence – Building a skilled workforce and a supportive workplace.

OUR VALUES

Community - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

Compassion - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

Quality - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

Integrity - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

Justice - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	GENERAL		
1.1	Empties and wipes out daily all bins in offices, clinic, waiting room, toilet and kitchens including shredders in central office and Administration office.		
1.2	Ensures bin liners are placed in all bins.		
1.3	Cleans all toilets including outside toilets daily including top and underneath of hand basin. Floors in all toilets to be mopped daily.		
1.4	Checks and replaces hand towels, soap containers and toilet rolls daily.		
1.5	Washes daily, clinic floors public areas including passageways and waiting rooms and front office making sure to use wet sign provided.		
1.6	Cleans daily public areas including the passageways and waiting rooms and front office making sure fixtures and furniture used by clients are cleaned as part of the daily cleaning routine		
1.7	Tidies sink daily including washing up, cleaning internal and external fridge, cupboards and ensuring tea towels are washed and replaced.		
1.8	Vacuums office floors when necessary and maintains vacuum cleaner emptying it on a regular basis and ensuring it is in good working order.		
1.9	Dusts and wipes bench tops, front counter, windows.		
1.10	Keeps cleaner room clean and tidy.		
1.11	Places order for cleaning supplies with Nurse Practitioner		
2.0	QUALITY		
2.1	Promotes a positive customer focus service throughout the Health Service.		
2.2	Participates in continuous quality improvement programs.		
2.3	Participates in continuing quality projects within the unit, including OH&S.		
3.0	STAFF DEVELOPMENT		
3.1	Sets personal goals and participates in own performance management.		
3.2	Attend mandatory annual staff development programs.		
4.0	OTHER		
4.1	Other cleaning duties as directed by the Nurse Practitioner or their representative.		
	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.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

- Demonstrated knowledge of cleaning.
- Demonstrated ability to work as a team member or unsupervised.
- Demonstrated knowledge of occupational health and safety.
- Current drivers licence.

DESIRABLE

- Previous cleaning experience.
- Understanding of the principles of infection control and hygiene.
- Knowledge of Disability Services, Equal Opportunity and Occupational Safety and Health principles and practices.

Section 6 – APPOINTMENT FACTORS

Location	Burringurrah	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 Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current drivers licence Allowances <ul style="list-style-type: none"> • District allowance; air conditioning subsidy (if applicable); extra one week's leave north of 26° parallel; air travel concession 		
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:
Manager

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Signature and Date:
Regional Director

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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

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