



**Government of Western Australia
WA Country Health Service**

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	612093
Division:	South West	Title:	Domestic - Bridgetown
Branch:	Operations Inland	Classification:	HSW Level 1/2
Section:	Bridgetown Hospital	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	District Manager Blackwood
	Classification:	HSO Level G-10
	Position No:	610234



Responsible To	Title:	Support Services Coordinator
	Classification:	HSO Level G-4
	Position No:	613418



This position	Title:	Domestic - Bridgetown
	Classification:	HSW Level 1/2
	Position No:	612093



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Cleaners
Cooks
Gardeners
Orderlies
Food Service Assistants



Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
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Nil									
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Section 3 – KEY RESPONSIBILITIES

Responsible for providing quality patient support with clinical staff (doctors, nurses, allied health) under the direction of the Support Services Coordinator using a team approach to quality patient care.

<p>WA Country Health Service South West</p> <p>25 June 2018</p> <p>REGISTERED</p>
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TITLE	Domestic - Bridgetown	POSITION NO	612093
		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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services



OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services.

Partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

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

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLEANING		70
1.1	Performs cleaning throughout the health service following WACHS-SW cleaning standards, policies and procedures.	D	
1.2	Maintains infection control standards.	D	
1.3	Work effectively and efficiently according to manual handling principles.	D	
1.4	Reports any problems with equipment malfunction to the Support Services Co-ordinator.	D	
1.5	Reports any client/patient complaints to the Ward Co-ordinator.	D	
2.0	JOB MANAGEMENT		20
2.1	Complies with legislative requirements and procedures in relation to: <ul style="list-style-type: none"> ▪ Occupational Safety and Health ▪ Public Sector Standards (including Codes of Conduct and Ethics) ▪ Equal Opportunity ▪ Risk Management 	D	
2.2	Participates in education, team meetings, induction and orientation programs to develop and maintain standards and legislative requirements.	D	
2.3	Participates in safety and quality activities to support Accreditation.	D	
3.0	OTHER		10
3.1	Ensure that day-to-day activities are undertaken in accordance with sound Customer Focus principles and participates in unit based Quality Improvement activities.	D	
3.2	Other duties as directed from time to time by the Support Services Co-ordinator.	R	
<div style="border: 2px solid blue; padding: 10px; width: fit-content; margin: 0 auto;"> <p>WA Country Health Service South West</p> <p>25 June 2018</p> <p>REGISTERED</p> </div>			
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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

1. Demonstrated effective Interpersonal skills, written and verbal, inclusive of numeric skills.
2. Demonstrated knowledge of cleaning practices and techniques.
3. Demonstrated knowledge of food handling practices and techniques.
4. Demonstrated ability and knowledge of safe manual handling procedures, including patient handling.
5. Knowledge of infection control guidelines.
6. Ability to work effectively in a team environment.
7. Ability to work unsupervised.
8. Current C or C-A Class Drivers Licence.

DESIRABLE

1. Previous experience working in a hospital environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Bridgetown	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. • Successful Working With Children check clearance. • Evidence of current C or C-A Class Drivers 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

**WA Country Health Service
 South West**

25 June 2018

REGISTERED