

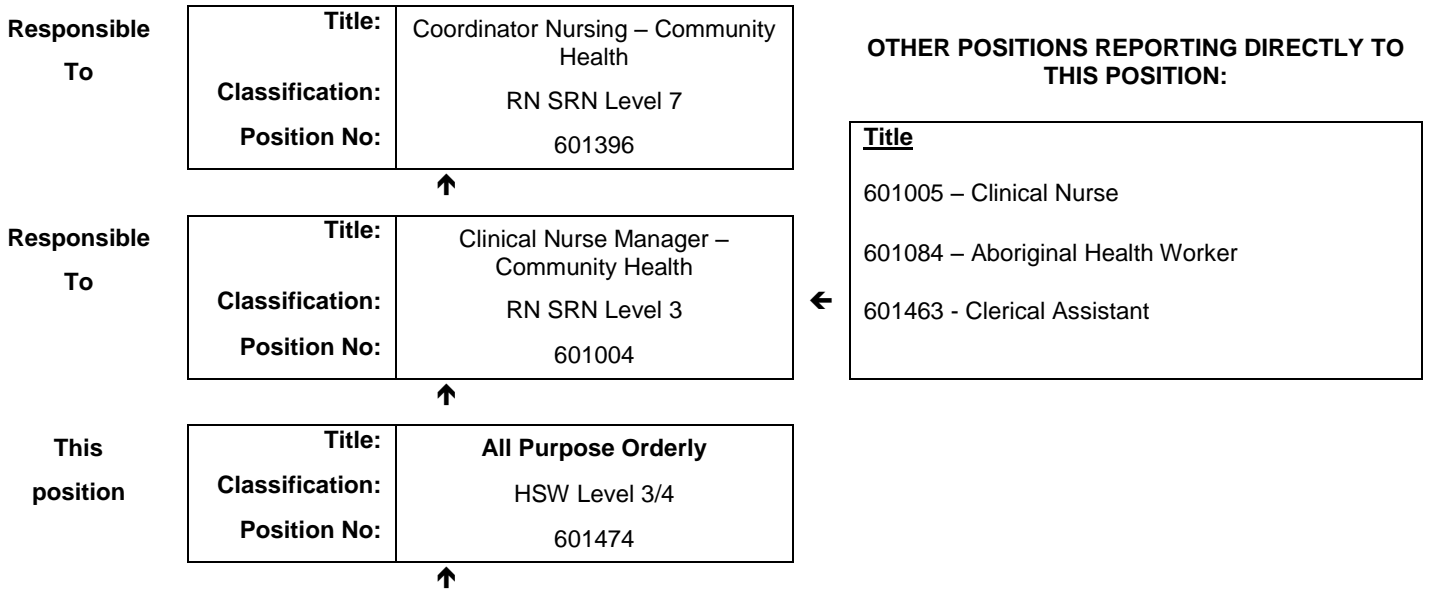


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601474
<b>Division:</b>	Population Health	<b>Title:</b>	<b>All Purpose Orderly</b>
<b>Branch:</b>	Coolgardie	<b>Classification:</b>	<b>HSW Level 3/4</b>
<b>Section:</b>	Community Health	<b>Award/Agreement</b>	Hospital Support Workers Agreement

### Section 2 – POSITION RELATIONSHIPS



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Category</td> <td style="width: 30%; text-align: center;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

### Section 3 – KEY RESPONSIBILITIES

Cleaning and minor maintenance of Coolgardie Clinic and surrounding garden and grounds to sustain in a neat and tidy condition.

**WA Country Health Service –  
 GOLDFIELDS**

16 June 2017

**REGISTERED  
 Job Description Form**

TITLE	All Purpose Orderly	POSITION NO	601474
		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, Indigenous 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.

<p><b>WA Country Health Service – GOLDFIELDS</b></p> <p><b>16 June 2017</b></p> <p><b>REGISTERED Job Description Form</b></p>
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**Section 4 – STATEMENT OF DUTIES**

Duty No.	Details	Freq.	%
1.	Sweep and clean the floors of the clinic, office, group room, staff room kitchen, immunisation room, hallway and Clinical Nurse Manager's office.	D	
2.	Clean waiting room external door and after hours call bell.	D	
3.	Test and replace faulty external light globes.	D	
4.	Empty the bins from the Clinic, Office, Group room, staff room kitchen and Clinical Nurse Manager's office.	D	
5.	Clean the Staff and Clinic toilets.	D	
6.	Clean the bench surfaces of the kitchen.	D	
7.	Clean the staff room kitchen fridge.	D	
8.	Clean the bench space of the Doctors room.	D	
9.	Clean the Patient's trolley in the clinic.	D	
10.	Vacuum Bloods/Multifunction room.	D	
11.	Wash clinic vehicles.	M	
12.	Clean cobwebs from exterior of all buildings.	M	
13.	Clean insect screens and external windows.	M	
14.	Clean and maintain gutters of hospital complex and unoccupied staff accommodation.	M	
15.	Water areas as directed around grounds and ongoing weeding of flower beds and pruning as required.	D	
16.	Service reticulation as required.	M	
17.	Mow lawns, cut edges and maintain and service all mowing equipment. This includes the grounds of unoccupied staff accommodation.	W	
18.	Other duties as directed by Clinical Nurse Manager.	O	
	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.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, M - Monthly, R - Regularly, O - Occasionally, A - Annually



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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Previous gardening experience and / or training.
2. Experience in and ability to carry out general maintenance duties.
3. Carry out duties as part of a team with minimal supervision.
4. Capacity to work within infection control guidelines and requirements.
5. Sound verbal, written and interpersonal communication skills.
6. Possession of a current WA C or C-A Class driver's licence.

**DESIRABLE**

1. Understanding of the essential need to cleanliness and systematic methods in a health environment.
2. Current knowledge and commitment to Equal Employment Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

**Section 6 – APPOINTMENT FACTORS**

Location	Coolgardie	Accommodation	As determined by the WA Country Health Service policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current C or C-A Class drivers licence</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
Specialised equipment operated	Lawn mower, handyperson tools both electrical and mechanical		

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Director Population Health**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

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

