

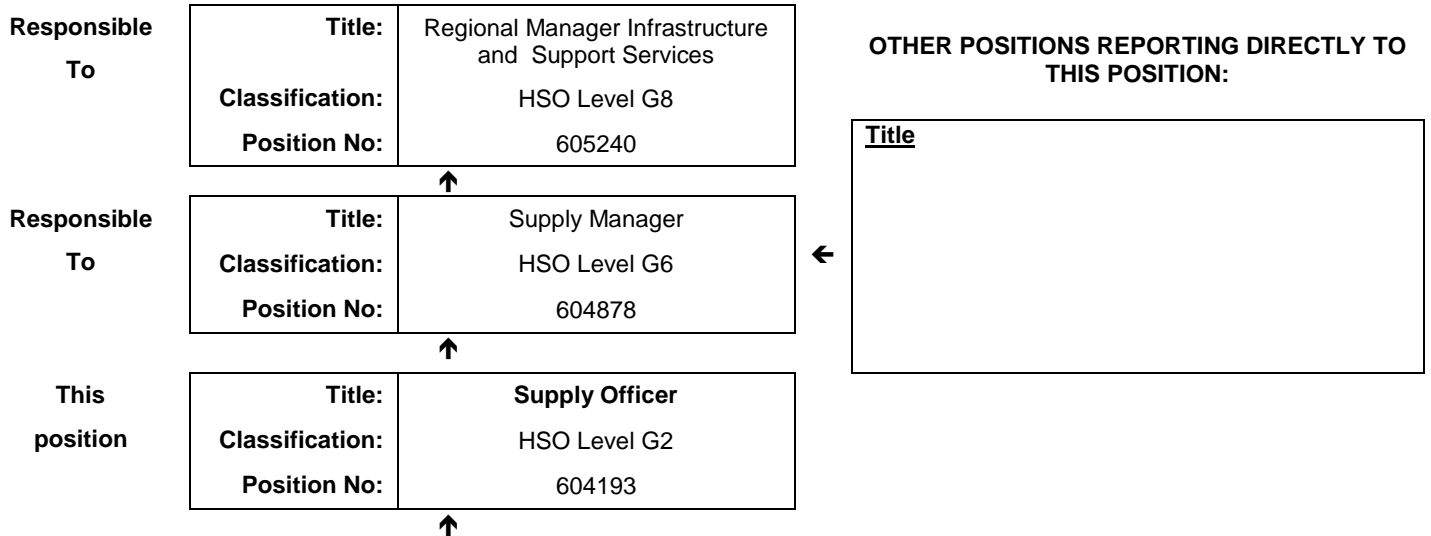


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service - Midwest</b>		<b>Position No:</b>	604193
<b>Division:</b>	Geraldton Hospital	<b>Title:</b>	<b>Supply Officer</b>
<b>Branch:</b>	Supply Department	<b>Classification:</b>	HSO Level G2
<b>Section:</b>		<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS



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

### Section 3 – KEY RESPONSIBILITIES

Checks and receives all store supplies, delivers orders and imprest stock to the wards and departments. Undertakes purchasing, storage and distribution of supplies for the WA Country Health Service – Midwest.

WA Country Health Service –  
*Midwest*

21 November 2017

**REGISTERED**

TITLE	Supply Officer	POSITION NO	604193
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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 dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**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	%
<b>1.0</b>	<b>GENERAL STORES</b>		
1.1	Checks and receives stores in a safe and efficient manner. Stamps as received all stock and non-stock items after ensuring accuracy of quantity, description, pricing or pack size. Ensures received consignment notes are signed on delivery.	D	80
1.2	Answers telephone and front desk queries and issues as required.		
1.3	Processes requisitions for supply to all customers of the region.		
1.4	Operates plant and equipment related to the stores function under the supervision of the Supply Manager.		
1.5	Uses computerised supply system frequently for ensuring stock levels, bin locations, order status and input for compilation and issue of all Imprest/stock requisitions.		
1.6	Prepares and ensures correct documentation for all outgoing freight items. Checks all Pharmacy and CSSD items awaiting dispatch through the various couriers.		
1.7	Ensures stock correctly packaged, identified, labelled and stored to comply with current health and safety regulations.		
1.8	Under take Imprest within Hospital as required		
<b>2.0</b>	<b>FREIGHT</b>		
2.1	Checks consignment notes against freight invoices to ensure accuracy before forwarding to Manager for payment.	D	5
<b>3.0</b>	<b>OTHER</b>		
3.1	Assists Supply Manager and other Staff with stocktaking activities.		
3.2	Reports on any slow moving stock, over stocking or discontinued lines to the Supply Manager.	D	15
3.3	Ensures tidiness of supply area, checks that all cardboard packaging materials and boxes are disposed of in a cost effective and safe manner and rubbish containers and skid bin are removed and replaced as they become filled		
3.4	Ensures Supply area security in liaison with Supply Manager, all doors locked and secure and lights off on completion of day's duties.		
3.5	Other duties as directed or required.		
	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 and experience of computerised inventory management, computer software and data entry.
- Demonstrated knowledge of supply management in areas of purchasing, inventory control and asset management.
- Demonstrated effective written and verbal communication skills, customer service skills and competency with figures.
- Demonstrated ability to work as part of a team and with minimum supervision.
- Well developed organisational and time management skills.
- Physically able to assist with the movement of stock.

**DESIRABLE**

- Previous experience in a health service setting and/or stores environment.
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Geraldton	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	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> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance</li> </ul>		
<b>Specialised equipment operated</b>	Electric forklift and electric pallet jack		

**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: <b>Manager</b>	WA Country Health Service – <i>Midwest</i>  <b>21 November 2017</b>  <b>REGISTERED</b>	Signature and Date: <b>Regional Director</b>	WA Country Health Service – <i>Midwest</i>  <b>21 November 2017</b>  <b>REGISTERED</b>
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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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*Midwest*  
  
**21 November 2017**  
  
**REGISTERED**