



## JOB DESCRIPTION FORM

### Section 1 - POSITION IDENTIFICATION

		<b>Position No:</b>	200034
<b>Division:</b>	Kimberley	<b>Title:</b>	<b>All Purpose Orderly, Fitzroy</b>
<b>Branch:</b>	Derby & Fitzroy Valley Health Services (DFVHS)	<b>Classification:</b>	HSW Level 3/4
<b>Section:</b>	Support Services	<b>Award/Agreement:</b>	Hospital Support Workers Agreement

### Section 2 - POSITION RELATIONSHIPS

<b>Responsible to</b>	<b>Title:</b>	Director of Nursing-Health Service Manager	<b>Other positions reporting directly to this position:</b>
	<b>Classification:</b>	615271	
<b>Position No:</b>	SRN Level 5	<b>Title</b> All Purpose Orderly, Fitzroy – Multiple Cook – Fitzroy Valley Health - Multiple Food Service Attendant - Multiple	
↑			
<b>Responsible to</b>	<b>Title:</b>		Support Services Manager FX & CH
	<b>Classification:</b>	HSO Level G4	
<b>Position No:</b>	200033	←	
↑			
<b>This position</b>	<b>Title:</b>	<b>All Purpose Orderly, Fitzroy</b>	
	<b>Classification:</b>	HSW Level 3/4	
<b>Position No:</b>	200034	↑	

<b>Positions under direct supervision:</b>		<b>← Other positions under control:</b>	
Position No	Title	Category	Number

### Section 3 - KEY RESPONSIBILITIES

Provides a cost effective and customer focused Orderly Service to Fitzroy Crossing Health Service. Provides an efficient Transportation Service whilst observing set standards and procedures in the operation of emergency vehicles. Provides cleaning and other general services to Fitzroy Crossing Health Service.

TITLE	All Purpose Orderly – Fitzroy	POSITION NO	200034
		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 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 the experience of health 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.

**WA Country Health Service**  
**24 August 2018**  
**REGISTERED**

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#### Section 4 - STATEMENT OF DUTIES

<b>Duty No</b>	<b>Details</b>	<b>Freq</b>	<b>%</b>
<b>1</b>	<b>GENERAL</b>		<b>95</b>
1.1	Assist in the movement of patients from one area to another within the Health Service Complex. Provide transportation for patients and equipment, including inter-hospital transfers and RFDS transfers.		
1.2	Operate ambulance in both emergency and non-emergency situations. Be responsible for the safety and security of patients and staff during transport.		
1.3	Maintain cleanliness of all transport equipment and report all breakdown of transport equipment including any safety hazards relevant to this equipment. Carries out infection control procedures to vehicles and equipment in accordance with infection control procedures.		
1.4	Ensure transport vehicles are all equipped and maintained for effective and safe operation.		
1.5	Transport cadavers to and from mortuary, and also to and from airport.		
1.6	Assist with cadaver preparation for viewing, burials, transport and police enquiries.		
1.7	Maintain supplies of oxygen and medical air in all areas including emergency vehicles.		
1.8	Assist nursing staff with the lifting of patients when requested.		
1.9	Assist in dealing with aggressive persons.		
1.10	Assist in maintaining the security of hospital grounds, buildings and vehicles.		
1.11	Perform cleaning duties in designated areas.		
1.12	Collection of clinical and domestic waste. Collection of dirty linen and delivery of clean linen.		
1.13	Utilises First Aid skills under direction of clinical staff.		
1.14	Have a sound knowledge of all emergency and security procedures.		
1.15	Have a sound knowledge of all equipment uses and operation in emergency vehicles.		
1.16	Attends and participates in regular staff meetings.		
1.17	Assists with the training of new employees in the correct procedures and operation of equipment.		
1.18	Comply with Occupational and Safety and Health requirements, as an employee of the Health service, including hazard identification and reporting, use of personal protective equipment and safe work practices.		
<b>2</b>	<b>OTHER</b>		<b>5</b>
2.1	Any other duties within the limit of skills, competence and training of the All Purpose Orderly as directed by the Support Services Manager or Nominated Delegate.		

*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.*

**WA Country Health Service**

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### Section 5 - SELECTION CRITERIA

#### ESSENTIAL:

- 1 Ability to work without supervision and in a team environment.
- 2 Effective interpersonal, organisational and communication skills (verbal and written).
- 3 Demonstrated initiative and ability to deal with change.
- 4 Ability to demonstrate consistent completion of work to a high standard.
- 5 Ability to work shift work and weekends.
- 6 Experience in a cross-cultural environment.
- 7 Current C Class drivers Licence and an ability and willingness to travel including overnight stays away from home.

#### DESIRABLE:

- 1 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- 2 Experience as an Ambulance/emergency vehicle driver, including 4WD experience.
- 3 Possession of a Senior First Aid Certificate and/or willingness to obtain one through training.

### Section 6 - APPOINTMENT FACTORS

<b>Location</b>	Fitzroy Crossing	<b>Accommodation</b>	As per WACHS Kimberley policy
<b>Appointment/ Allowances Conditions</b>	<p><b>Appointment is subject to:</b></p> <ul style="list-style-type: none"> <li>• This position is subject to a successful Criminal Record Screening and a Working with Children Check</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Pre-Placement Health Screening clearance</li> <li>• Evidence of current C Class driver's Licence</li> </ul> <p><b>Allowances include:</b></p> <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> <li>• Annual Leave Travel Concession as applicable</li> <li>• Air-conditioning Subsidy as applicable</li> <li>• Additional week Northwest Leave</li> </ul>		
<b>Specialised equipment operated</b>			

### 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Operations Manager**  
Derby and Fitzroy Valley Health Service

**Regional Director**  
WACHS Kimberley

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

