



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

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|-------------------------------------|----------------------|-----------------|------------------------------------|
| WA Country Health Service - Midwest | | Position No: | 615793 |
| Division: | Murchison | Title: | All Purpose Orderly |
| Branch: | Yalgoo Health Centre | Classification: | HSW Level 3/4 |
| Section: | | Award/Agreement | Hospital Support Workers Agreement |

Section 2 – POSITION RELATIONSHIPS

| | | | | | | | | |
|-----------------|--|--------|--|-----------------|---------------|--------------|--------|---|
| Responsible To | <table><tr><td>Title:</td><td>Nurse Manager</td></tr><tr><td>Classification:</td><td>SRN Level 3</td></tr><tr><td>Position No:</td><td>604734</td></tr></table> | Title: | Nurse Manager | Classification: | SRN Level 3 | Position No: | 604734 | OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: <u>Title</u> |
| Title: | Nurse Manager | | | | | | | |
| Classification: | SRN Level 3 | | | | | | | |
| Position No: | 604734 | | | | | | | |
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| Responsible To | <table><tr><td>Title:</td><td>Clinical Nurse Specialist - Community Health</td></tr><tr><td>Classification:</td><td>SRN Level 2</td></tr><tr><td>Position No:</td><td>604847</td></tr></table> | Title: | Clinical Nurse Specialist - Community Health | Classification: | SRN Level 2 | Position No: | 604847 | |
| Title: | Clinical Nurse Specialist - Community Health | | | | | | | |
| Classification: | SRN Level 2 | | | | | | | |
| Position No: | 604847 | | | | | | | |
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| This position | <table><tr><td>Title:</td><td>All Purpose Orderly</td></tr><tr><td>Classification:</td><td>HSW Level 3/4</td></tr><tr><td>Position No:</td><td>615793</td></tr></table> | Title: | All Purpose Orderly | Classification: | HSW Level 3/4 | Position No: | 615793 | |
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| Classification: | HSW Level 3/4 | | | | | | | |
| Position No: | 615793 | | | | | | | |
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| Positions under direct supervision: | ← Other positions under control: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <table><tr><th>Position No.</th><th>Title</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table> | Position No. | Title | | | | | | | | | | | | | | | | | | | <table><tr><th>Category</th><th>Number</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table> | Category | Number | | | | | | | | | | | | | | | | | | |
| Position No. | Title | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Category | Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Section 3 – KEY RESPONSIBILITIES

Provide an efficient customer focused orderly service to Yalgoo Health Service. Provide security, support and gardening functions for the maintenance of a safe, clean and aesthetic environment within the Health Service and to support clients within the community.

WA Country Health Service
Midwest

6 May 2020

REGISTERED

| | | | |
|-------|---------------------|----------------|---------------|
| TITLE | All Purpose Orderly | POSITION NO | 615793 |
| | | 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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to

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Section 4 – STATEMENT OF DUTIES

| Duty No. | Details | Freq. | % |
|------------|--|-------|------------|
| 1.0 | GENERAL | | 100 |
| 1.1 | Performs daily cleaning services of health centre in accordance with infection control and waste management guidelines. | D | |
| 1.2 | Cleans and prepares staff accommodation as requested. | R | |
| 1.3 | Carries out other duties as directed (floor stripping, sealing, cleaning and buffing) | R | |
| 1.4 | Maintains the Health Centre grounds and environment. | | |
| 1.5 | Responsible for the day to day operation of the Orderly work schedule in accordance with the Health Service Standards and WACHS Procedures and Policies. | R | |
| 1.6 | Completes all minor repair requisitions and maintenance work in a timely manner. | R | |
| 1.7 | Maintains essential supplies, services and equipment including vehicles. | D | |
| 1.8 | Ensure all waste is disposed of in accordance with the Health Service Waste Disposal Policy. | D | |
| 1.9 | Contributes to and assists in maintaining assets register. | R | |
| 1.10 | Assists nursing staff with clients / residents / patients care as requested. | D | |
| 1.11 | Ensures all security and emergency systems are functioning. | W | |
| 1.12 | Maintains confidentiality in relation to patients, residents, staff and business of the Yalgoo Health Centre. | R | |
| 2.0 | OCCUPATIONAL HEALTH AND SAFETY | | |
| 2.1 | Ensures safe practice by wearing designated and appropriate safety/protective clothing and equipment. | D | |
| 2.2 | Ensures all work areas / storerooms / equipment are kept orderly and safe. | R | |
| 2.3 | Ensures follows all Infection Control principals in work practices. | R | |
| 3.0 | TEAM PARTICIPATION | | |
| 3.1 | Works constructively as a team member and communicates effectively with clients, co-workers and the public. | R | |
| 4.0 | PROFESSIONAL DEVELOPMENT | | |
| 4.1 | Ensures maintenance of own mandatory skills and participates in workshops and skills updates. | O | |
| 4.2 | Participates in the performance appraisal process. | O | |
| 5.0 | OTHER | | |
| 5.1 | To positively participate in the Quality Management programs and Accreditation Process. | O | |
| 5.2 | Participates in occupational safety and health programs including hazard identification and takes appropriate action. | O | |
| 5.3 | Ability to accommodate a variable shift roster including working out of normal hours. | O | |
| 5.4 | Other duties as directed by the Manager. | | |

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

1. Demonstrated previous cleaning experience.
2. Demonstrated gardening skills and ability to undertake minor handyman and maintenance work.
3. Demonstrated ability to work within a team and with minimal supervision.
4. Demonstrated understanding of the principles of hygiene based on knowledge of cross infection and standard precautions.
5. Demonstrated effective communication, both written and oral and interpersonal skills.
6. Demonstrated commitment to the provision of a patient/customer focussed service.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Possession of a First Aid Certificate or willingness to obtain one.
2. Experience in Health / Hospital setting.
3. Knowledge of Health Promotion.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

| | | | |
|---|--|----------------------|---|
| Location | Yalgoo | Accommodation | As determined by the WA Country Health Service Policy |
| Allowances/ Appointment Conditions | Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Aged Care Criminal Record Clearance • Evidence of a current C or C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District Allowance | | |
| 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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|--|
| WA Country Health Service Midwest |
| / / 6 May 2020 |
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Signature and Date:
Regional Director

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| WA Country Health Service Midwest |
| / / 6 May 2020 |
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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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