



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service – Midwest		Position No:	604495
Division:	Midwest	Title:	Housekeeper
Branch:	Northampton Kalbarri Health Service	Classification:	Level 9
Section:	Northampton	Award/Agreement	Health Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: DON - Health Service Manager Classification: RN SRN Level 6 Position No: 604863	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title Clinical Nurse Registered Nurse Enrolled Nurse Community Care Coordinator Administrative Assistant
	↑	
Responsible To	Title: Nurse Manager Classification: RN SRN Level 3 Position No: 604964	
	↑	
This position	Title: Housekeeper Classification: Level 9 Position No: 604495	
	↑	

Positions under direct supervision:	← Other positions under control:																																												
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Section 3 – KEY RESPONSIBILITIES

Responsible for the management and coordination of hotel services at the Northampton Health Service. Coordinate the delivery of patient support for laundry, cleaning and to provide leadership and mentoring to staff daily.

**WA Country Health Service
Midwest**

14 January 2021

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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 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	RESPONSIBILITIES	D	90
1.1	Undertake menu planning, food purchasing and monitoring of meal preparation for residents, inpatients, staff, MOWs and special diets (across two sites) as required upon the recommendation of clinical staff and the Regional Dietician.		
1.2	Responsible for daily monitoring, documenting and reporting within the Australian Food Standards Code and Food Safe Plan.		
1.3	Coordinates inpatient/ resident and MOW service annual Client Satisfaction Surveys for catering services as per NSQHS Standard 2.		
1.4	Provide a monthly report on meal provision for Northampton/ Kalbarri Health Service to the Nurse Manager and Finance Department.		
1.5	Process and submit monthly staff deductions for meals and accommodation to Payroll.		
1.6	Coordinates staff roster, leave planning, sick leave and relief in collaboration with the Nurse Manager and the HACCC coordinator.		
1.7	Maintains payroll entries for Hotel Staff in the Rostar program.		
1.8	Conduct staff performance appraisals annually, in conjunction with the HACCC Coordinator, for all staff under supervision of this position and identifies training needs as required.		
1.9	Participates in the recruitment, selection and induction and orientation process for the Hotel Services staff.		
1.10	Responsible for the efficient supply, purchase and management of all hotel services consumables, linen and staff uniforms.		
1.11	Responsible for payments in accordance with Treasures Directions for all accounts pertaining to hotel services operations.		
1.12	Responsible for staff bookings, cleanings and maintenance requirements for Nurses Quarters and Nurse Managers House.		
1.13	Coordinates all cleaning services for Northampton Health Service.		
1.14	Laundress for Northampton Health Service including HACCC services.		
2.0	OTHER	R	10
2.1	Actively participates in health service quality improvement and in the Accreditation process.		
2.2	Positively promotes the health service, its staff and programs.		
2.3	Maintains professional development and mandatory skills training as required and appropriate.		
2.4	Maintains confidentiality in relation to patients, residents, staff and the business of the Northampton Kalbarri Health Service.		
2.5	Ensures maintenance of own mandatory skills.		
2.6	Other duties as requested by the HSM/DON or Nurse 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 experience and skills in management of Hotel Services delivery.
2. Demonstrated effective communication and interpersonal skills.
3. Demonstrated administration and financial skills.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
5. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Demonstrated knowledge of HACCP.
2. Knowledge of Health Promotion.
3. First Aid Certificate.

Section 6 – APPOINTMENT FACTORS

Location	Northampton	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

WA Country Health Service Midwest
14 January 2021
REGISTERED

Signature and Date:
Regional Director

WA Country Health Service Midwest
14 January 2021
REGISTERED

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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14 January 2021
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