



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Environmental Services Cleaner</b>
<b>Location:</b>	Based at Goroke
<b>Reporting to:</b>	Chef-in-Charge
<b>Division:</b>	Hospitality and Environmental Services
<b>Award:</b>	HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025
<b>Level:</b>	IN13

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

##### **Total Care**

Delivering care that is safe, effective and person-centred, always

##### **Safety**

Providing a safe workplace and services free from avoidable harm

##### **Unity**

Working well together in a great place to work

##### **Accountability**

Doing the right thing by our stakeholders and ourselves

##### **Innovation**

Using our imagination - if there's a better way we will find it

#### **Our Strategic Directions**

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

**Position Relationships:**

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• Employees</li> <li>• Manager</li> <li>• Executive Director</li> <li>• Patients</li> <li>• Residents</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Community</li> <li>• Consumer</li> <li>• Consultant</li> <li>• Visitors</li> </ul>

**Position Overview:**

The Environmental Services Cleaner is responsible to clean the Community Centres, Hospital, Hostel, Nursing Homes and External Properties. They ensure that supplies and equipment are maintained in a safe and sanitary condition in accordance with the Department of Human Services Standards and Infection Control Guidelines. Working hours are Monday to Friday only.

**Key Selection Criteria****Essential:**

1. Effective communication and organisational skills
2. Appropriate training in cleaning via cleaning through on job training.
3. Ability to communicate effectively with other staff, patients, management and the community.
4. Demonstrate ability to work without active supervision.
5. Victorian Driver's Licence.

**Desirable:**

6. Knowledge of Department of Human Services Cleaning Standards.
7. Knowledge of Infection Control Health Regulations.

**Pre-Requisites for Employment:**

8. Worker screening clearance – police check, working with children check and NDIS Worker Screening Check (Applicable to disability support and service providers only).
9. Fully vaccinated for COVID-19 as per current Department of Health Directive.

**Key responsibilities:**

- Maintain and comply with cleaning standards.
- Maintain a high standard of hygiene.
- Ordering of supplies for re-stocking.
- Completing appropriate cleaning documentation.
- Maintain equipment used at facilities

**Statement of duties****Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.

- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Cleaning of Community Health Centre, Hospital, Nursing Home, Hostels and External properties in accordance with Cleaning Standard Guidelines, including daily, weekly and monthly duties as specified in checklists.
- Demonstrate knowledge, skills and proficiency in maintaining cleaning standards.
- To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts.
- Adhere to cleaning standards as per Department of Human Services Standards and Infection Control guidelines.
- Any other duties as delegated by the Chef in Charge or Hospitality and Environmental Services Manager.

**Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures

**Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other relevant team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

**Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification:**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By Hospitality and Environmental Services Manager</b>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>