



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Handyperson with trade</b>
<b>Location:</b>	Based at Nhill but may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Engineering and Maintenance Manager.
<b>Division:</b>	Quality and Safety
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 - 2020
<b>Level:</b>	GH1 or Dependent on skills, qualifications and experience as per Award

#### 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

**Strong leadership and management** – we value our organization and will encourage exceptional professional skills and promote collaborative teamwork to drive better outcomes for our consumers.

**A safe environment** – the safety of our staff, patients, and visitors is fundamental to how we operate.

**A culture of continuing improvement** – the delivery of superior care to our consumers motivates a culture of quality improvement in all that we do.

**Effective management of the environment** – our service is managed in ways which minimizes our impact on the natural environment.

**Responsive partnerships with our consumers** – we maintain a productive relationship with our communities and stakeholders through open communication, honest reporting and a willingness to embrace constructive suggestions.

#### 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>• Visitors</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors</li> <li>• Community</li> <li>• Consumer</li> </ul>

**Position Overview:**

Provide preventative maintenance to the Nhill Hospital, Iona Digby Harris Nursing Home, Mira, Dental Clinic, Coinda facility and other sites when required. Duties include general maintenance, waste disposal and recycling.

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

1. Effective communication and organisational skills
2. Worker screening clearance – police check, working with children check and NDIS worker screening check (applicable to disability support and service providers only).
3. Have evidence of completed COVID-19 Vaccination.
4. Appropriate trade qualification and or significant experience as a maintenance/handyperson.
5. Proven ability to work independently and the ability to be multi-skilled.
6. Hold a Victorian Driver’s License.

**Desirable:**

7. Knowledge of Occupational Health and Safety procedures.
8. Training in the principles of Infection Control regulations.

**Key responsibilities:**

- Log into the computer maintenance program each day, update progress, and document as complete all maintenance tasks performed at Nhill and other sites as requested.
- Liaise with engineering department to discuss and plan maintenance where other maintenance personnel and/or tradesmen are required.
- Perform cyclic monthly maintenance and cleaning of air conditioning filters, ventilators, light fittings, skylights, walls and ceilings etc. as directed.
- Ensure rubbish is properly disposed of and that the appearance of the Nhill Hospital is always clean and tidy when required.

**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.
- Pack infectious waste and sharps containers when required.
- Take soiled linen trolley to trolley collection point as required.
- Clean and maintain wheelchairs, chairs, toilets, beds, light bulbs and vacuum cleaner.
- Maintenance of hospital vehicles.
- Read water meters, gas meters and oxygen meters.
- Document meter readings in preventative maintenance folder.
- Complete new requisitions as prioritised.
- Check vacuum system at Nhill Hospital, Iona and Dental Clinic and empty and change bags as required.
- Thursday – ensure all linen prepared for laundering are placed in trolley for collection when required.
- Deliver clean linen to wards when required.
- To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts.
- Any other associated duties as delegated by the Engineering and Maintenance Manager at any time.

#### **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 Engineering and Maintenance Manager</b>	
<b>Name: Craig Henley</b>	
<b>Signature:</b>	<b>Date:</b>

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