



WWHS

West Wimmera Health Service

Position Description

Position:	Hairdresser
Location:	Based at
Reporting to:	Nurse Unit Manager/Director of Nursing
Division:	Clinical Services
Award:	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Level:	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 Purpose – Great care, every person, every time.

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care – Safe, effective, Innovative

To fully embrace new technologies and processes that enable world class rural healthcare.

Our Community – Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future – Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align with the Service's operations with established ESG principles.

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.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities

Position Relationships:

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

Position Overview:

Create a welcoming environment for residents and provide a range of hairdressing skills and services to our aged care facilities.

Key responsibilities:

- Clean and sterilize scissors, combs, clippers and other instruments
- Cut and trim hair according to resident instructions, listening to specifications and asking questions to clarify style/colour preferred.
- Achieve current hairstyles, using clippers, combs, scissors and hand held blow driers.
- Utilise equipment to ensure that resident clothing is protected during their visit.
- Record services provided and payment received from residents.

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.
- Sanitise tools such as scissors and combs.
- Organise and schedule resident appointments.
- Maintain a clean workstation, ensuring the floors are swept regularly.
- Update and maintain resident information, such as services provided in their chart.

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 residents, 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 residents, 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.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

Key Selection Criteria

Essential:

1. Effective communication and organisational skills.
2. Certificate III or IV in Hairdressing.
3. Knowledge and experience in Hairdressing.

Desirable:

4. Excellent interpersonal, communication and organisational skills.

Pre-Requisites for Employment:

5. NDIS Worker Screening Check.
6. Working with Children Check.
7. Vaccinated for COVID-19.
8. Influenza vaccination.
9. Australian Driver's License.

Internal Reports:

Director of Nursing/Nurse Unit Manager

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.

Authorised By Nurse Unit Manager/Director of Nursing	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: