



West Wimmera Health Service Position Description

Position:	Handyperson
Location:	Based at Nhill but may be required to work across all sites as mutually agreed upon
Reporting to:	Engineering and Maintenance Manager
Division:	Quality and Safety
Award:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Level:	KH6 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 (WWHS). 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, Gorokey, 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 2 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 4 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 • Patients • Visitors • Volunteers 	<ul style="list-style-type: none"> • Visitors • Community • Consumer

Position Overview:

Provide preventative and general maintenance to the Nhill Hospital, Iona Digby Harris Nursing Home, Mira, Dental Clinic, Cooinda facilities, and Kaniva, Goroke, Natimuk, Murtoa, Minyip, Rupanyup, Jeparit and Rainbow Campuses. Duties include general building maintenance (e.g. painting), landscaping, and small building projects, waste disposal and recycling.

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.
- 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.
- 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 you are aware of the West Wimmera Health Service's emergency procedures.
- Ensure compliance at all times, with mandatory education competencies completed 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 Management.
- Actively participate in relevant accreditation processes.
- 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.

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 Community Care 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. 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. 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 (White Card).
8. Training in the principles of Infection Control regulations.

Pre Requisites:

1. NDIS Worker Screening Clearance
2. Working with Children Check
3. Fully vaccinated for COVID-19 as per current Department of Health Directive.
4. Flu Vaccination
5. Australian Driver's License

Internal Direct Reports:

Nil

External Direct Reports:

Nil

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: Engineering and Maintenance Manager	
Name: Craig Henley	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: