



POSITION DESCRIPTION

Position	Handyperson
Department	SUPPORT SERVICES
Reports to:	Maintenance Team Lead
Award:	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers Single Interest Enterprise Agreement 2021 - 2025)
Classification	As contracted

The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a range of health and support services to the local communities including Urgent, Acute, Transitional, Residential Aged, Primary care and Home-based care.

ODH is located in the East Gippsland High Country (Omeo & District) – a gateway to the spectacular Alpine region of Victoria, a lifestyle destination with plenty of opportunities for many outdoor pursuits.

Consistent with its mission, ODH aim to promote and enhance the health and wellbeing of the people of the East Gippsland High Country.

We do so by:

- Reaching out to our local rural community in the planning and delivering of our services
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations and
Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

W Wellbeing

E Empathy

C Creativity

A Accountability

R Resourcefulness

E Excellence

Our people are at the heart of our organisation - no matter the role. Every day our people make a difference to the lives of our consumers and their families, demonstrating our commitment and care for our community and staff.

Department

The Maintenance Team of ODH has an important role in providing daily maintenance tasks ensuring all systems run seamlessly and undertaking any repairs as required to ensure the safety of the visitors, staff and residents within Omeo District Health.

Role

Position Summary

This position is required to work in collaboration/under supervision of the Maintenance Team Lead, in order to maintain all areas within Omeo District Health with regard to Plant and Machinery, Furniture and Fittings, Buildings, Medical and Biomedical Equipment, Food & Domestic Services Equipment, Fire Safety, Fleet Vehicles and Grounds.

The position may also provide off site maintenance support to the Home and Community Care program as directed by the Maintenance Lead.

Key Responsibilities

The Handyperson role is responsible for attending to the maintenance of all hospital and associated facilities (owned or leased) grounds and vehicles as required.

Customer Service

- Deliver services that reflect the Organisation's mission statement and values with a strong focus and commitment to Customer Service.

Privacy, Dignity & Confidentiality

- Recognise and respect each Resident's/Patient's/Client's right to privacy, dignity and confidentiality.
- Demonstrate a commitment to and understanding of the Information Privacy Principles

Legislation, Regulations and Standards

- Comply with the requirements and compliance responsibilities of relevant legislation, regulations and standards where they directly impact on the service activity and delivery of care.

Occupational Health and Safety

- Ensures that work practices are carried out in accordance to the Occupational Health & Safety policies of the organisation.
- Promotes a safe working environment by identifying and reporting hazards.

Infection Control

- Ensure familiarity with ODH's Infection Control policies assess the risk of any potential infectious incident and utilise the appropriate action as outlined in ODH policies.
- Infection Prevention is the responsibility of all health care workers and is an essential part of quality health care. Hand Hygiene is the single most important factor in reducing the risk of spreading infection.

Quality and Safety

- Demonstrate a commitment to the delivery of safe and high-quality services.

- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Actively participate in the Omeo District Health quality improvement program and accreditation processes against the relevant standards, as appropriate to employee role.
- Be confidently able to complete an incident report and submit feedback in Riskman.
- Be able to identify risks and follow the Omeo District Health Risk Management Policy and procedure.
- Have, or participate in, processes to monitor and evaluate the performance of the services provided by the department.

Professional Development

- Participate in annual performance review and development program.
- Maintain knowledge required for the performance of the position.
- Attend Omeo District Health's Mandatory Education Training annually.

Key Selection Criteria

Omeo District Health is an equal opportunity employer. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Technical expertise

1. Demonstrate knowledge or prior experience in building / carpentry / plumbing / electrics / landscape maintenance or other trades
2. Willingness to learn/train
3. Ability to prioritise safety in work activities and a commitment to organisation safety policies

Organisational skills

1. Demonstrate excellent customer service
2. Ability to take direction regarding workload and prioritise to meet deadlines and manage changing priorities
3. Ability to work autonomously once advised of workload priorities Communication
4. Ability to communicate effectively with all residents, patients and staff.
5. Sound oral and written communication skills
6. Demonstrate the ability to work with confidential and sensitive information

Teamwork

1. Demonstrate the ability to align to the organisation's values.
2. Demonstrate flexible and enthusiastic attitude towards undertaking a variety of tasks within a team

Essential (able to be completed upon appointment)

- Current National Police Check.
- NDIS Worker Screening Check

- Working with Children Check
- Valid Victorian driver licence.

Desirable

- Qualifications in building / carpentry / plumbing / electrics / landscaping.
- Previous experience in the provision of maintenance services to a health service organisation.
- IT knowledge (Microsoft Applications)

Risk Assessment / Job Analysis

Under Occupational Health and Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with emergency procedure codes apply to all areas of the organisation.

Aspects of Normal Workplace	Frequency
<u>Work Environment</u> <ul style="list-style-type: none"> • Respond to when advised of changing workloads and competing priorities. • Work a flexible roster with the possibility of extended hours. • Sitting at the computer or in meetings for extended periods of time. • Work in a team environment and at times independently. • Work in locations geographically separated from the main facility. 	Continual Continual Continual Rarely Occasionally Regularly
<u>Work Activity</u> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer work, filing, writing, participating in meetings, concentrating for long periods of time • Use of technology, equipment and machinery relating to completing maintenance tasks • Undertake manual handling activities (e.g., sit/stand desks, lifting, pulling, pushing, transferring, twisting) on a daily basis. 	Continual Continual Occasionally
<u>Work relationships</u> <ul style="list-style-type: none"> • Professional interaction with supervisors and management • Professional interaction with medical nursing and admin staff • Interact with staff from other hospitals/organisations • Interact with members of the public • Interact with patients and relatives 	Continual Regularly Regularly Rarely Regularly Regularly

Performance Review:

Six months after commencement of employment, then annually thereafter.

I,

Agree to undertake the duties as specified in the position description, and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organization’s policies and procedures.

Signature: _____ Date:/...../.....