



## POSITION DESCRIPTION

<b>Position Title:</b>	Environmental Services Assistant
<b>Enterprise Agreement:</b>	Allied Services, Managers & Administrative Officers (Victorian Public Health Sector) (Single Interest Employees) Enterprise Agreement 2021-2025
<b>Classification:</b>	Food and Domestic Assistant Grade 1 – IN13 (initial 3 month period) Food and Domestic Assistant Grade 2 – IN14 (3 months onwards)
<b>Superannuation:</b>	10.5%
<b>Working hours:</b>	Part time – up to 24 hours per week
<b>Basis of employment:</b>	Ongoing
<b>Location:</b>	Casterton Memorial Hospital
<b>Department:</b>	Hotel Services
<b>Reports To:</b>	Hotel Services Supervisor

### ABOUT US:

At Casterton Memorial Hospital (CMH) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Glenelg Shire community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services and we are dedicated to living our values of: **Trust, Respect, Honesty & Integrity, Collaboration & Engagement, and Sustainability.**

Servicing a population of approximately 4,000 in the district, Casterton is located in regional Victoria and provides Acute Care, Primary Care, Aged Care and Allied Health Services to the local catchment. To find out more information about CMH you can visit: <https://castertonmemorialhospital.com.au>

The Glenelg Shire region is rich with lifestyle opportunities and facilities. Working for CMH will enable you to pursue your profession, build your career and enjoy a great work/life balance. With the Grampians National Park on your doorstep, and stunning beaches in Warrnambool, Port Fairy and Portland with wineries dotted in-between, a better lifestyle is waiting for you! To find out more information about the Glenelg Shire region you can visit: <https://glenelg.vic.gov.au>

**Be Yourself** - We value the unique backgrounds, experiences and contributions that our staff and visitors bring to our service. First Nations people, those identifying as LGBTQIA+, people of all ages, with disabilities and culturally and linguistically diverse people are encouraged to apply.

### ABOUT THE ROLE:

The ideal candidate will enjoy working within a diverse committed team, with an understanding on infection control cleaning processes. The Environmental Services Assistant role will focus on cleaning of clinical and public areas / facilities.

### KEY RESPONSIBILITIES & DUTIES:

Responsibilities can include, but are not limited to;

- To perform functions to assist in maintaining a safe and sanitary environment in the Hospital.
- To serve the needs of the patients/residents in a well presented, courteous and respectful manner at all times.
- Under the supervision of the Hotel Services Supervisor perform duties as rostered and set out in the appropriate Duty Statements.
- To ensure confidentiality, privacy and discretion is **adhered to at all times**.
- To be aware of the presence of Medical Officers in your work area, and to leave ward areas during Medical Officers rounds.
- Understand fully hospital policy on privacy and confidentiality and adhere to these policies in all aspects of work functions and activities.
- To become aware of and adhere to all Hospital Policies and Procedures, especially policies and procedures applicable to the Environmental Services activities.
- To be aware and participate in Quality Improvement Programs within the Environmental Services department.
- Be aware of dilution rates for cleaning materials and use strict economy in the use of all supplies.
- To attend a minimum of 3 bi-monthly Department Meetings.

## KEY RELATIONSHIPS:

<b>Internal:</b>	Hotel Services team members Hotel Services Supervisor Nurse Unit Managers
<b>External:</b>	Patients, Residents & Visitors
<b>Direct Reports:</b>	Nil

## ABOUT YOU:

- No formal qualification required, on the job training provided.
- To have a willingness to work in the health industry and to be approachable and have the ability to learn and work with fellow staff, patients, residents and clients of the hospital.
- Ability to work to set routines and timeframes in an efficient manner.
- Establish and maintain good interpersonal relationships with fellow employees and to cooperate with other members of staff to enhance the "team work" spirit.
- To be available for in-service training in the function of the tasks required.
- Perform Self Evaluation by way of yearly appraisal with Hotel Services Supervisor.

- Completion of all mandatory competencies (KPI's) relating to your area of work.
- To achieve work personal training objectives as negotiated in annual Personal Development Plan.
- To, at all times, adopt a courteous and respectful manner when communicating and dealing with visitors and clients.

## SELECTION CRITERIA:

### Essential:

- Commitment to the CMH Values of **T**rust, **R**espect, **H**onesty & **I**ntegrity, **C**ollaboration & **E**ngagement, and **S**ustainability and the ability to exhibit behaviour which reflects our values.
- Demonstrated understanding of the importance of teamwork, including the ability to work collaboratively and cohesively with colleagues, supervisors, and other stakeholders.

## BENEFITS OF WORKING WITH US:

### Staff benefits:

- Flexible working arrangements (full & part-time, contract) and option to purchase additional leave to support work/life balance.
- Internal training and development opportunities to support professional and personal growth.
- Enterprise Bargaining Agreement based remuneration.
- Generous salary packaging on pre-tax income on mortgage/rent and other living expenses (up to \$9,010) and entertainment and meals (up to \$2,600) and novated vehicle leasing.
- Free on-site car parking
- Access to Employee Assistance Program (EAP)

## OTHER REQUIREMENTS:

- Current Police check is required for this role
- Some afterhours work may be required in this position
- Received a minimum of 3 COVID vaccinations
- Annual influenza vaccination

## OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES:

All Casterton Memorial Hospital employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant CMH OH&S management system Policies, Procedures and programs. This includes the CMH Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

## INHERENT PHYSICAL REQUIREMENTS:

Casterton Memorial Hospital has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<p><b><u>1 Nursing / Patient Care Role</u></b></p> <ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<p><b><u>2. Maintenance / Hotel Services Staff Role</u></b></p> <ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<p><b><u>3 Clerical / Administration Role</u></b></p> <ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>
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## NOTE TO ALL EMPLOYEES:

- You must work within the policies, procedures and guidelines of CMH.
- You must participate in the CMH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of CMH, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of CMH.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
<b>Executive Manager:</b>			
<b>Department Head:</b>			
<b>Employee:</b>			

<b>Position code:</b> <i>People &amp; Culture use only</i>	
<b>Date revised:</b> <i>People &amp; Culture use only</i>	