

Position Description

Position Title:	<i>Environmental Services Assistant (ESA)</i>
Employment Type:	<i>As per contract of Employment</i>
Reports to:	<i>Business Improvement Manager</i>
Enterprise Agreement:	<i>Neerim District Soldiers' Memorial Hospital Inc. Enterprise Agreement 2020</i>

Position Summary:

The position covers workers who undertake a range of routine internal and external cleaning and kitchen tasks throughout the facility.

Organisation Overview:

Neerim Health (NH) is a regional provider of health services located in the Shire of Baw Baw, located approximately 100km east of Melbourne. The NH has 20 Aged Care and 8 Hospital beds and provides a broad range of services including acute medical and surgical, aged care and community services. The primary catchment area is the Shire of Baw Baw, although patients also present from other Local Government Areas in Gippsland and outer Melbourne.

Vision:

To improve the health and wellbeing of our community.

Mission:

Neerim Health is committed to the provision of high quality, integrated health care that meets the changing needs of individuals and our community.

What we value:

Our Customers	Be committed to continuity of care for individuals whilst recognising rights, responsibilities and participation.
Our Community	Be a responsible corporate citizen and neighbour in caring for our community and environment.
Our Staff	We are committed to our staff's wellbeing and ongoing development.
Leadership	Be a role model in the planning and delivery of health services.
Improving Performance	Ensure continuous quality improvement.

Organisational Structure:

The Environmental Services Assistant will report to the Business Improvement Manager.

The ESA will be required to liaise with:

Internally: Residents, Nursing Staff, Personal Care Workers and Lifestyle Assistants.

Qualifications/Experience:

Mandatory:

- Strong communications skills.
- Previous cleaning/kitchen experience will be highly regarded.

Desirable:

- Experience with Residential Aged Care/Hospital setting.

Key Selection Criteria:

Key Competencies:

- Strong communication skills.
- Ability to read and understand work procedures and safety instructions.
- Demonstrated ability to work as an effective team member.
- Ability to follow detailed work procedures and to prioritise tasks in line with the demands of the service.
- Good understanding of the responsibilities of cleaning and meal preparation, particularly within a healthcare environment.
- Demonstrated commitment to safe work practice.
- Knowledge of cleaning chemicals and supplies
- Familiarity with material safety data sheets

Personal Attributes:

- High standard of personal presentation.
- Commitment to providing a customer focused service.
- Ability to use initiative.
- Capacity and willingness to be flexible and adaptable.
- Commitment to corporate vision, mission, values and agreed critical strategies.

Physical Abilities:

- Stamina to stand and walk on hard floors for long periods.
- Ability to withstand a wide range of temperatures.
- Ability to work with cleaning chemicals.

- Physical ability to use a range of food service and cleaning equipment, push trolleys, lift and carry objects such as meal trays and filled dishwasher baskets.

Key Responsibilities:

Confidentiality:

- Ensure that any personal, private or sensitive information obtained regarding a staff member or client remains confidential.

Personnel Reporting to this position:

- Nil

Annual Operating Expenditure:

- Not applicable

Personnel Responsibilities:

- Ensure compliance with all relevant legislation, regulatory requirements, professional standards, and guidelines.
- Comply with relevant legislative Acts
- Completion of applicable annual mandatory training requirements
- Maintain strict confidentiality with reference to all matters pertaining to patients/residents within the Health Service and externally.
- The employee is required to adhere to NH Code of Conduct.
- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Effectively engage with people and communities from Aboriginal and Torres Strait Islander and cultural and linguistically diverse backgrounds.
- To participate in an annual performance appraisal every twelve (12) months.
- Compliance with Infection Prevention and Control requirements including Pandemic Planning and management.

Conditions of Employment:

- Salary and conditions are in accordance with your individual employment agreement and the NH EBA.
- Remuneration Packaging is available in accordance with current legislation.
- NH operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.

- Effective risk / quality management is a core competency expected of everybody involved atNH
- Advise NH of any pre- existing condition, which could be aggravated by the type of employment they are applyingfor. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- Under the relevant State and Commonwealth legislation all applicants are required to undergo a National Police Check and a Statutory Declaration is required for any staff workingin aged care.

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.

Employee Name: _____ Date: _____

Signature: _____