



## Ord Valley Aboriginal Health Service

1125 Ironwood Drive  
Kununurra WA 6743

PO Box 216  
Kununurra WA 6743

Tel 08 9166 2200  
Fax 08 9166 2250

Freecall  
1800 839 697

Aboriginal Corporation ICN 275

# Job Description Form Gardener Maintenance Worker

## Vision Statement

**Aboriginal people in Kununurra** and the North-East Kimberley are supported to live **prosperous lives that are strong, healthy, and culturally safe.**

## The Purpose that defines us

We bring **clinical, cultural, and community expertise** to deliver accessible and **holistic health and wellbeing care** for people in the North-East Kimberley.

## Aboriginal Community-led

We are connected and accountable to the communities we serve. We are governed by Aboriginal community leaders. We deliver services in culturally safe ways, bringing the best of medical and cultural expertise to achieve positive health outcomes. Working with and responding to Aboriginal communities is central to what we do.

## Organisational Values

The Ord Valley Aboriginal Health Service has been providing critical health and support services to local Aboriginal people since 1984. Our ambition is to deliver socially, culturally, and financially accessible health care that supports communities in the North-East Kimberley to be strong, healthy and safe. The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.



### Community

We bring our connection with community to everything we do

PEOPLE  
TOGETHER



### Respect

We show respect for a people, cultures and backgrounds

HEALTHY  
TOGETHER



### Passion

We are deeply motivated to achieve outcomes

MY  
MOB



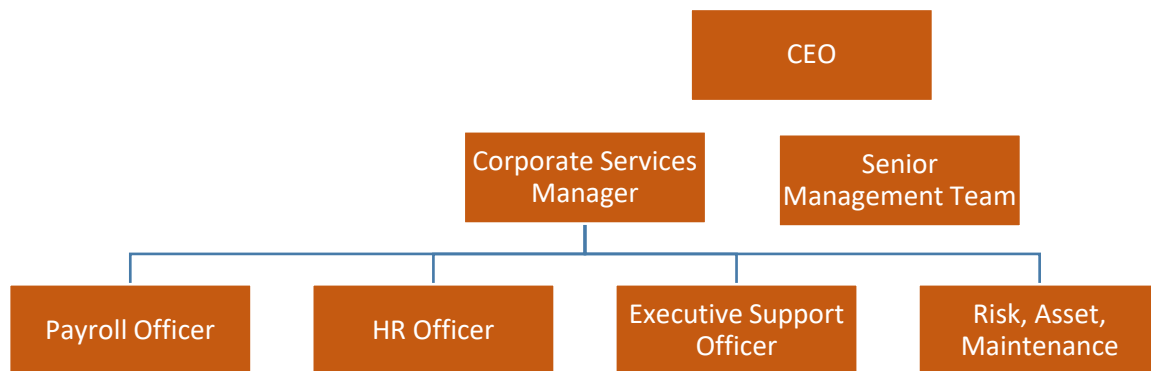
### Equality

We strive for equality, fairness and empathy for all people

HEALTH &  
WELLBEING

<b>Position Title</b>	Gardener Maintenance Worker
<b>Work Group</b>	Corporate Services
<b>Work Unit</b>	<ul style="list-style-type: none"> <li>- Administration/Corporate Services</li> <li>- Infrastructures, Housing, Fleet, WHS</li> <li>- Quality Improvement</li> </ul>
<b>Reports To</b>	Operations Risk Manager
<b>Direct Reports</b>	N/A
<b>Award / Agreement</b>	ACCHS Admin Award
<b>Award Classification</b>	Caretaker, Level: 1, \$72,542.91
<b>Approved by CEO</b>	09 September 2025

### Team Structure



### Position Purpose

- **OVAHS Strategic Plan 2023-2026 and Operations Plan** - to serve our communities to promote the health and wellbeing of Aboriginal people in Kununurra and surrounds.
- Management of operations /coordinators in their day to day management of the operational assets, fleets, servicing, licensing, buildings and staff housing maintenance, project management, differentiation improvement, insurance, WHS and risk.
- To work as part of the OVAHS team in providing a quality and patient focused health care.
- Monitors Governance Risk Compliance (GRC) of OVAHS context interested party, context of funding bodies requirements, Insurance Risk, and Enterprise Risk Management (ERM) that impact OVAHS;
- ISO 9001 Quality Management System (QMS) risk and compliance;
- Coordinate with CEO in providing adequate infrastructure fleet and housing.
- Ensure the focus of care is on the needs of Aboriginal patients within the context of their cultural identity, family and social circumstances.

- Identifying potential risk exposures, recommends solutions, collaborate with CEO/SMT implements approved programs, promotes loss prevention, and updates and monitors compliance.

***OVAHS is committed to improving employment opportunities and outcomes for Aboriginal and Torres Strait Islander people. As a measure to achieve equality and support, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to this position. Aboriginal people are encouraged to apply.***

## Strategic Alignment

The organisation's Strategic Plan 2023- 2026 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role is aligned with all four Strategic Goals.



POSITIVE  
CHANGE



HEALTH &  
WELLBEING



SUPPORT  
COMMUNITY



HEALTHY  
TOGETHER

### Primary health Care

Primary health care is the first means of accessing the health care system for many people and is critical to individual, family and community health outcomes.

### Social and Emotional Wellbeing

Social and emotional wellbeing relates to the mental health for individuals and communities and is a key component for the overall health of Aboriginal people.

### Specialised Health

Our communities deserve targeted support to prevent and address complex health needs, including chronic disease and disability.

### Population Health

Reducing future health challenges and to Close the Gap requires long-term system change and community - wide solutions.

## Key Stakeholder Relationships

### External

- Aboriginal Community Controlled Health Services across the Kimberley region and Western Australia, other not-for-profit services, and businesses as relevant to the role
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

### Internal

- Maintains close working relationships with other officers, team members and employees of Ord Valley Aboriginal Health Services.
- Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

## Responsibilities of this Position

### Gardener Maintenance Worker

- Assist with repairs, improvements, and upkeep of OVAHS properties (medical centre and staff accommodation).
- Assist with maintenance of gardens and developing of common areas, pathways and common gardens.
- Work under the supervision of the Senior Gardener and Maintenance.
- Follow the schedule for maintaining the grounds of OVAHS properties.
- Sources quotes for repairs and maintenance of properties.
- Follow QMS system for tasks related to maintenance and repairs.
- Assist with maintenance of plumbing, air conditioners, hot water system, gas and change oven gas bottles when they run out.
- Attends to basic vehicle maintenance including replacing batteries and flat tyres on OVAHS vehicles.
- Follow direction on safe handling as per manufactures instructions of all machinery, chemicals and flammable substances.
- Able to attend local/ interstate education and training that relevant to your role.
- Perform other duties as required by OVAHS Senior Manager
- Participate in emergency evacuation drill and other safety exercises.

### Occupational Health and Safety

- Ensuring implementation of all relevant OVAHS policies, in particular those relating to OH&S compliance.
- Work effectively with the ORM, CSM, SM, and the CEO and the OH&S to ensure the OH&S requirements, relevant to property, cleaning and maintenance are implemented and supported.
- Report and stop any unsafe equipment or work practice.
- Undertaking Maintenance and Gardener, OH&S, and related to the role's course and other safety practices trainings as required

---

### Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.

### General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives, and values.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Attend and participate in Employee Development Days.
- Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

*Please note: This is a summary of key responsibilities and may not encompass all duties associated with the role.*

---

### Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage, and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisation's performance development framework.

Key Result Area	Key Performance Indicators
<b>Gardener Maintenance Worker</b>	<ul style="list-style-type: none"><li>• Project, Fleet, Maintenance and Repair, and Occupational Health and Safety maximiser production at the lowest cost, the highest quality, and within the optimum safety standard. Improve operational and asset reliability and performance to build capacity infrastructure.</li></ul>
<b>Quality Management System (QMS)</b>	<ul style="list-style-type: none"><li>• Ensure all tasks assigned to this position are completed within a six (6) week period.</li><li>• Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.</li></ul>

---

## Competency Profile for this Position

---

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

### Qualifications, Skills, Experience and Knowledge

#### Essential

- Demonstrated understanding and commitment to the principles of the Aboriginal Community Controlled Health Sector and demonstrated history of working with Aboriginal People.
- Knowledge and skill in all aspects of landscaping, gardening and building maintenance.
- Works within recognised standards of high-quality service provision.
- Experience in the planning and project of construction projects, including the management of contractors, collaboration with other service providers, stakeholders and architects.
- Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas.
- Demonstrated knowledge of Aboriginal Community Controlled Health Organisations.
- Able to work in extreme temperatures.
- Good time keeping skills and punctuality.
- Adhering to safe work practices and WHS duty of care obligations.
- Follow up occupational health and safety requirements, relevant to the role, including ability of risk assessment, development of Safe Work Method Statement (SWMS) and Job Safe Analysis (JSA), and Chemical management.
- Management of all hazardous and non-hazardous substances. Review Safety Data Sheet (SDS) register periodically.
- Possesses computing skills or willingness to learn.
- Basic knowledge of vehicle maintenance.

#### Desirable

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Ability to interpret and manage an extensive variety of instructions and deal with several variables simultaneously.

#### Practical Requirements

- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences will also be required.

## EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with OVAHS Policies. The following checks will be required for this role:

- ☒ National Police Check (current within the previous 3 months, or willingness to obtain
- ☐ Valid Working with Children Check
- ☐ Current AHPRA Verification Check
- ☒ Current and Valid Driver's License
- ☐ National Disability Insurance Service Check
- ☐ Other