



Ord Valley Aboriginal Health Service

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Aboriginal Corporation ICN 275

OVAHS JOB DESCRIPTION

1. General Details
Position Title Gardener/Maintenance Worker
Area/Unit Administration
Line Manager Operations and Risk Manager
Award ACCHS Modern Award
Employment Type Full time
2. Position Overview
<ul style="list-style-type: none"> • Works under the supervision of the Operations and Risk Manager and other Gardener and Maintenance staff in gardening, building maintenance and improvements across OVAHS properties, including staff housing. • To work as part of the OVAHS team in providing a quality and patient focused health care. • Ensure the focus of care is on the needs of Aboriginal patients within the context of their cultural identity, family, and social circumstances.
3. Key selection criteria
<p>Essential:</p> <ul style="list-style-type: none"> • Possess skills in or is willing to learn all aspects of landscaping, gardening and building maintenance. • Works within recognised standards of high-quality service provision. • 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. • Able to follow directions in regard to duties and Occupational Health and Safety. • Possesses basic computing skills or willingness to learn. • Basic knowledge of vehicle maintenance. • Current C-class driver's license and National Police Check. <p>Desirable:</p> <ul style="list-style-type: none"> • Previous training in maintenance or gardening.

4. Legal Compliance

- To produce a National Police Clearance (current – within the last 30 days)
- To hold a current (Australian) C-class driver's license
- To produce a current WA driver's license before being allowed to drive OVAHS vehicles

5. Position Duty Statement

- 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/Maintenance Worker.
- 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

6. All Staff Duty Statement

General Duties

- Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance within guidelines, standards, code of ethics/conduct and statutory requirements applicable to your role as an OVAHS employee.
- Behave in a manner appropriate and respectful to local culture including gender sensitivities during work time and while representing OVAHS in the community.
- Participate in professional development activities and supervision as required.
- Undertake specific after-hours work, including attendance at training as required.
- Attend internal and external meetings as requested.
- Undertake relevant and appropriate multi-functional duties.
- Report relevant clinical cases or issues to line manager which may have possible legal implications.
- At all times maintain a professional relationship with patients, other employees and visitors to OVAHS.
- Promote positive public relations with patients, peers, government and non-government agencies and services to achieve equitable outcomes for patients.
- Perform other duties as directed by Senior Management.

Governance: Organisational Safety and Quality Requirements

- Participates in the maintenance of a safe work environment and recognises acts on risks.
- Participates in an annual performance development review.
- Supports the delivery of safe and effective patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the



requirements of the ISO 2015: 9001 and RACGP Accreditation and the delegations on the Quality Management System (QMS).

- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with credentialing, Government Standards of Health Care Provision, OVAHS Organisational and Area/Program specific policies and procedures.
- Abides by the OVAHS Code of Conduct, National Health Practitioners Boards' Codes and Guidelines, Occupational Safety and Health Legislation, Disability Services Act, Road Traffic Act and the Equal Opportunity Act.

Governance: Cultural Safety and Quality Requirements

- Participate in cultural safety and competence training and staff development.
- Respect and abide by the direction of Aboriginal employees in matters related to cultural safety.
- Support language access and communication.
- Forward grievances and complaints to allocated Senior Aboriginal employee.
- Support the input and participation, from the Aboriginal community and patients, in the development of continuous quality improvement in culturally safe services.

Administrative Duties

- Maintain statistics, administrative records, and client documents as per OVAHS policies and procedures.
- Ensure maintenance of equipment and resources, including clinical equipment, IT equipment, vehicles, and phones.
- Perform office duties including, but not limited to, photocopying, faxing, laminating, processing paperwork and produces minutes for meetings as requested.
- Perform and maintain Logiqc QMS general duties as required: Your daily tasks of repairs, register of training, compliance requirements, improvement, incident report, and accreditation as required.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.

7. Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:

Position:

Signed: _____ **Date:** ____/____/____

Name:

Position: Chief Executive Officer

Signed: _____ **Date:** ____/____/____



