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|  | Position Description |

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| **Position Title:** | | Hospital Handyman | | | |
| **Position Number:** | | 507326 | **Cost Centre:** | | Q1512 |
| **Site/Facility:** | | Calvary John James Hospital | | | |
| **Department:** | | Facilities Management | | | |
| **Enterprise Agreement** | | CALVARY JOHN JAMES HOSPITAL HEALTH PROFESSIONALS  AND SUPPORT SERVICES ENTERPRISE AGREEMENT 2019 | | | |
| **Classification:** | | Maintenance Officer (Non-Tradesman) | | | |
| **Reports To:** | | Facilities Manager | | | |
| **Date of Preparation:** | | 27/07/20 | **Date Updated:** | | 27/07/20 |
| **Primary Purpose** | | | | | |
| To assist in the timely repair and maintenance of hospital plant, equipment, fixtures and fittings.  To uphold the Little Company of Mary vision, mission, values, policies and procedures. | | | | | |
| Organisational Environment | | | | | |
| At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.  Calvary’s Services include private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***People and Culture:***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect. * Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the Organisation. * Act in a professional manner at all times. * Positively promote the organisation both internally & externally. * Be prompt and provide courteous service to clients, colleagues and the broader community.   ***Service Development & Innovation:***   * Participate in the ACHS accreditation process and in the care improvement program of the hospital * Commitment to ensuring quality services are delivered through continuous improvement activities.   ***Wise Stewardship:***   * Perform all tasks in an effective and efficient manner. * Provide suggestions for equipment improvement that would allow more efficient outcomes.   ***WH&S and Quality Responsibilities:***   * Take reasonable care of one’s own health and safety and the health and safety of others in the workplace; * Comply with relevant Calvary WHS policies, procedures, work instructions and requests; * Report to your supervisor any incident or unsafe conditions which come to your attention;   ***Professional:***   * Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, standards, legislation, policies and procedures.   ***Decision Making:***   * Demonstrated ability to make effective decisions. | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * All Hospital Staff * Patients and their visitors | | | | |
| External: | * Parts Suppliers * Contractors | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | * Facilities Manager | | | | |
| Budget: |  | | | | |
| Selection Criteria | | | | | |
| * Demonstrated skills to carry out a wide range of handyman repairs. * Willingness to assistant Facilities Tradesmen and external contractors. * Able to work unsupervised. * Effective communication & interpersonal skills * Commitment to Calvary’s strategic direction, mission, values and behaviours | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |