

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Multiskilled Domestic
Position Number:	505089, 505090, 505091
Classification:	Health Services Officer Level 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services Roy Fagan Centre
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Nurse Unit Manager
Effective Date:	May 2018
Check Type:	Annulled
Check Frequency:	Pre-employment

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Multi Skilled Domestic:

- Undertakes general and high level cleaning duties within a designated team/service.
- Assists the Nurse Unit Manager (NUM) and/or Team Leader to maintain an optimal work environment.
- Ensures “Cook-Chill” meals are stored, re-heated and distributed in accordance with unit procedures.

Duties:

1. Undertake general and high level cleaning of the designated unit/area.
2. Utilise industrial cleaning equipment as required.
3. Negotiate specific cleaning requirements with NUM/Clinical Nurse Consultant.
4. Ensure all equipment is in good working order and within the guidelines for safe work practices.
5. Assist with orientation and training of staff as required.
6. Adhere to confidentiality guidelines.
7. Operate “Cook Chill” equipment including monitoring of the cool-room and rethermalisation unit to ensure meals are stored, re-heated and distributed according to unit procedures and schedules.
8. Undertake special cleaning tasks and infection control as required.
9. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Multi Skilled Domestic will work under the direct supervision of the NUM. The occupant will:

- Maintain a high standard of cleanliness within the designated unit/area.
- Ensure equipment is maintained and stored in a safe manner.
- Adhere to safe work practices in the performance of duties consistent with relevant Work Health & Safety legislation.
- Ensure “Cook-Chill” meals are stored, re-heated and delivered in accordance with unit procedures.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Knowledge of and experience in general and high level cleaning procedures, or the ability to acquire knowledge as required.
2. A sound knowledge and understanding of "Cook-Chill" processes and general food handling and food hygiene regulations.
3. Awareness of Work Health & Safety, infection control and continuous quality improvement.
4. Good communication and interpersonal skills.
5. Ability to perform tasks in a team situation with minimal direct supervision.
6. Knowledge of relevant hospital policies and procedures or the ability to quickly acquire.

Working Environment:

Tasmanian Mental Health Services (MHS) is a key part of the Community Health Service Group.

Tasmanian Mental Health Services works in partnership with a number of key stakeholders and NGO's to promote recovery for Tasmanians affected by mental illness or mental disorder.

This is facilitated at 3 levels:

- MHS individual unit/services
- MHS Area Management Units (South, North and North West)
- MHS State Office

MHS individual units/services are responsible for the coordination of local human, financial and physical resources to optimise service delivery to the community of need.

They reflect four key service areas:

- Child and Adolescent MHS
- Adult Community MHS
- Inpatient and Extended Treatment MHS
- Older Persons MHS

Staff within these units/services utilise assertive case management and specialist assessments and treatments to maximise the recovery of individuals from mental illness in partnership with the individual, their family, other government and non-government services and the broader community.

The MHS Area Management Units are responsible for the overall co-ordination of Agency human, financial and physical resources at the region level. The central aim here is to support individual units/services to facilitate effective and quality clinical service delivery and to operationalise broad strategic directions and service priorities.

MHS state Office's primary role is also to support the individual units/services to deliver effective and quality services. Secondary roles include the implementation, monitoring and review of national, state and Agency strategic priorities, the quality and safety framework, financial accountability and governance risk management, legislative responsibilities, statewide service co-ordination, service agreements and Memorandums of Understanding (particularly with key partners).

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).