

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Multiskilled Domestic
Position Number:	Generic
Classification:	Health Services Officer Level 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – Primary Health Services Beaconsfield District Health Service
Position Type:	Permanent/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Coordinator - Support Service Operations
Effective Date:	February 2020
Check Type:	Annulled
Check Frequency:	Pre-employment

NB. 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:

The Multiskilled Domestic:

- Cleans allocated areas of the hospital, in accordance with infection control standards, policies and processes.
- Assists in the preparation and delivery of meals to clients in accordance with Food Safety Legislation and Guidelines in Tasmania.
- Provides an in-house laundry service, in compliance with established hospital guidelines.

Duties:

1. Clean and maintain all areas of the facility, including floors, bathrooms, toilets, residents' rooms, offices, consulting rooms and common areas by dusting, vacuuming, washing, scrubbing and spot cleaning as required.
2. Collect and remove domestic waste to appropriate areas.
3. Clean isolation areas as required.
4. Monitor the condition of equipment and appliances and report defects and faults to the Coordinator – Support Service Operations.
5. Assist with the setting up, serving and delivery of patient meals, including morning and afternoon teas.
6. Assist in kitchen duties including washing up of cutlery, crockery and cooking equipment.
7. Maintain a laundry service for resident's clothing and selected facility linen.
8. Participate in staff development programs 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 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:

Under the direct supervision of the Coordinator - Support Service Operations, the Multiskilled Domestic is expected to:

- Exercise initiative in completing allocated tasks within established guidelines and instructions.
- Contribute towards a safe working environment, attend training sessions as directed and apply correct lifting techniques.
- Report unsafe practices that may endanger patients and staff of the hospital.
- Maintain a high standard of personal and environmental hygiene at all times.
- 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. Demonstrated knowledge and experience in the provision of cleaning and laundry services within a health related environment, including the use of and physical capacity to handle cleaning and laundry equipment.
2. Knowledge of food preparation and presentation, diets and Food Safety Legislation and Guidelines.
3. Practical knowledge and understanding of quality improvement and consumer safety practices and processes applicable to the provision of support services within a health services environment.
4. Sound interpersonal and communication skills including the demonstrated ability to work effectively within a team environment.
5. Demonstrated understanding of the needs and comforts of residents, patients and clients utilising hospital services.
6. An understanding of appropriate Work Health and Safety legislation and codes of practice.

Working Environment:

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 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](#).