

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Domestic Services Officer
Position Number:	Generic
Classification:	Health Services Officer Level 2
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North West
Reports to:	Relevant Supervisor/Manager
Effective Date:	June 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:

In accordance with universal precautions and departmental policies and procedures, provide an efficient, safe domestic service including infection control cleaning across relevant wards, offices and residences.

Duties:

1. Undertake cleaning of ward areas, clinics, offices and departments within the health facility.
2. Perform infection control, cytotoxic and sterile cleaning duties to minimise spread of infection across the health facility.
3. Collect and dispose of all waste including contaminated waste into appropriate receptacles.
4. Prepare and clean kitchen areas including equipment, utensils, floors and walls.
5. Work in accordance with Workplace Health and Safety guidelines.
6. 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:

Routine supervision and direction is provided by the relevant Supervisor/Manager, and the Domestic Services Officer will be responsible for:

- Maintaining a high standard of hygiene and cleanliness in ward and ancillary areas in accordance with established policies, standards and guidelines.
- Infection control cleaning of cytotoxic and sterile areas as per universal precautions.
- Maintaining patient confidentiality.
- 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.
- 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.

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. Ability to safely and efficiently use and control various items of industrial cleaning equipment including a working knowledge, or the ability to acquire such knowledge, in the use of cleaning chemicals.
2. An awareness of, or the ability to acquire an awareness of, universal precautions and cleaning policies, protocols and procedures relating to cytotoxic and sterile areas and infection control.
3. Demonstrated willingness to participate in quality improvement programs and training activities.
4. Ability to prioritise work, together with sound communication skills and interpersonal skills
5. Demonstrated ability to operate effectively in a team, contributing positively to team operations and working relationships.

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](#).