

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Multi-skilled Domestic
<b>Position Number:</b>	502410, 502457, 502462, 521783
<b>Classification:</b>	Health Services Officer Level 3
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North West - Primary Health Services District Hospitals
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North West
<b>Reports to:</b>	Administrative Officer / Director of Nursing
<b>Effective Date:</b>	July 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	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 Multi-skilled Domestic provides:

- Catering support in the preparation and delivery of quality meals to patients, that meet individual requirements.
- A high standard of environmental cleaning within the hospital, clinics and accommodation area.

## Duties:

1. Clean and maintain all areas of the hospital as per cleaning schedules and in accordance with infection control guidelines.
2. Collect and remove domestic waste to the appropriate collection points in accordance with infection control procedures.
3. Assist with kitchen duties including meal preparation, serving and delivering of meals as per dietary requirements.

4. Assist with kitchen duties including washing, cleaning and perform task as directed.
5. Monitor, document and report to the supervisor on the condition of any unsafe equipment and appliances.
6. 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.
7. 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 Director of Nursing, or another appropriate Delegate, the Multi-skilled 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 hazards and unsafe practises that may endanger patients and staff of the facility.
- Maintain high standards of personal and environmental hygiene at all times.
- 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.

\* as required by the Aged Care Act 1997, occupants of this role are required to undertake a conviction check assessment every three years.

## Selection Criteria:

1. Knowledge of “food safe” guidelines, preparation and presentation of meals.
2. Demonstrated knowledge and experience in the provision of cleaning procedures in a health-related organisation.
3. Demonstrated ability to work autonomously with minimal supervision, together with capacity to exercise initiative and judgement in the resolution of day to day problems.
4. Demonstrated high level communication and interpersonal skills with a proven ability to operate in a team situation.
5. An understanding of appropriate Work Health and Safety legislation and codes of practice.
6. Demonstrated knowledge of quality improvement programs and a commitment to participate in development programs as required.

## 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 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 | Tasmanian Department of Health](#)