

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	House Services Assistant
<b>Position Number:</b>	Generic
<b>Classification:</b>	Health Services Officer Level 2
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North – Launceston General Hospital
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Manager - House Services
<b>Effective Date:</b>	July 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Current Driver's Licence

*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:

Clean allocated areas in compliance with established procedures and protocols.

## Duties:

1. Washing, polishing and general maintenance of vinyl floors. Vacuuming, shampooing and general maintenance of carpeted areas.
2. Cleaning isolation areas occupied or terminal.
3. Dry/damp dusting.
4. Cleaning bathrooms, toilets, lifts and stairs.
5. Window and glass cleaning.
6. Washing walls and ceilings, removing, cleaning and replacing air vents and light covers.

7. Accommodation cleaning, including changing bed linen.
8. Collection and disposal of waste, including infectious and cytotoxic waste, and sharps.
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 House Services Assistant reports to the Manager - House Services and is responsible for:

- Performing day to day tasks under regular supervision.
- Exercising minimal judgment in deciding how tasks are performed and determining priorities to a limited extent.
- Working collaboratively with staff from all areas of the Hospital and establish a successful working partnership.
- Championing 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, exercising 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.
- Complying 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. Basic literacy and numeracy skills.
2. Basic cleaning skills, including knowledge of cleaning procedures and related machinery, and ability to work with chemicals used in hospital cleaning.
3. Ability to handle heavy objects, operate machinery related to cleaning, and climb and work up ladders.
4. Sound interpersonal and communications skills, with the ability to work effectively as part of a team.

## 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](#)