

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Maintenance and Cleaning Officer – Facilities Management Level 4
Division:	Service Delivery
Reports to:	Program Manager
Position Purpose:	This position will be responsible for the optimal operation of the Mission Australia programs within the Mission Australia Residential Rehabilitation Treatment Service facility, services, machinery and grounds.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Maintenance Management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Complete the day to day requirements pertaining to facilities, maintenance and cleaning. Perform the maintenance on equipment as required or liaise with local suppliers and contractors. Liaise with local suppliers and contractors to service and 	<ul style="list-style-type: none"> All service facilities are clean, tidy and maintained and listed on a maintenance schedule. All equipment are in good working condition. Clinical and other equipment are scheduled for regular maintenance. All WH&S and required audits are completed in a timely manner and non-conformances are included in the Continuous Improvement plan and addressed as soon as practical. Review legislative requirements and adapt when



<p>upgrade all clinical equipment.</p> <ul style="list-style-type: none">• Complete all WH&S audits as required.• Ensure both the Residential Rehabilitation Treatment Service (MARRTS) and the Darwin Sobering up Shelter (DSUS) complies with applicable legislative requirements e.g. fire safety, storage of chemicals etc.• Ensure that test and tagging for the facility is arranged as required.• Develop and maintain a pest control plan and source an appropriate provider.• Develop and maintain a cleaning schedule for all facilities inside and out.• Respond promptly and effectively to performing a range of general duties across various areas and other programs as negotiated.• Liaise with other staff to facilitate venue setups and movement of equipment and furniture as required.• Assist the Team Coordinator Residential Programs in reviewing and implementing changes to improve the overall effectiveness and efficiency in delivery of services at MARRTS.• Develop and maintain a maintenance schedule for both MARRTS and DSUS facilities.• Developing safe work practices for staff.	<p>required.</p> <ul style="list-style-type: none">• All fire drills are scheduled and completed as required.• All electrical equipment are tested and tagged and not out of date.• The facilities are free from pests and vermin.• Efficiently running maintenance plans are in place for all facilities and equipment.• Staff complete tasks as required and are doing so in a safe and effective manner.
Key Result Area 2	Administration
Key tasks	Position holder is successful when
<ul style="list-style-type: none">• Assist Program Manager to maintain compliance with budget to ensure effective and appropriate spending.• Complete a range of administrative duties for the efficient running of the facilities, including reporting and compliance requirements.	<ul style="list-style-type: none">• Budgets are adhered to at all times.• The program is compliant to all internal and external regulation, and all staff and program participants are aware of guiding policies and procedures.• All administration is effectively managed.

<ul style="list-style-type: none"> Conduct a range of WHS duties to ensure the effective and safe running of the program and ensure compliance with relevant legislation. Ensure Mission Australia Policies and Procedures are followed. 	
Key Result Area 2	Client Programs
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Work with the Team Coordinators to design, facilitate and implement client focused skills development programs. Prepare and identify a risk analysis of client-focused programs to mitigate risk. Ensure programs are conducted and compliant with relevant industry legislation and WHS guidelines Support and encourage clients to undertake Maintenance, Cleaning and Trade programs to further develop their life skills and open up opportunities for employment. Maintain an attendance register and other administrative tasks to support attendance and participation in programs. 	<ul style="list-style-type: none"> Maintenance, Cleaning and Trade Program developed and forms part of the client's weekly program. The program is compliant to all internal and external regulation, and all staff and program participants are aware of guiding policies and procedures. Clients have been inducted to WHS, policy and relevant industry legislation to mitigate risk. Clients skills are further developed and are engaged in programs. Clients are responsible for delegated cleaning and maintenance tasks with support. All administration is effectively managed.

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;

- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Competencies

- A high level of knowledge of Workplace Health and Safety compliance
- Relevant building or construction experience.
- Demonstrated initiative and enterprise in developing and improving efficient and effective alternative work practices in the maintenance of facilities for and organisation.
- Knowledge and understanding of the alcohol and other drugs and mental health sectors.
- Demonstrated computer literacy including the suite of Office programs.
- Highly developed written and verbal communication skills with strong interpersonal and problem solving capabilities.
- Ability to handle multiple tasks and competing interests.
- Ability to deal with ambiguity and complexity.
- Action oriented and takes accountability to achieve results in line with set timeframes.
- Builds and maintains sustainable internal and external relationships.
- Demonstrates courage in leadership to confront issues and risks, and escalates as appropriate, in accordance with procedure.
- Effective communication and active listening skills, demonstrating the ability to present information, decision and reasons confidently, clearly and concisely, selecting the appropriate medium.
- Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information and ensuring people are kept informed of progress, changes and issues.
- Ability to work as part of a team

Experience and Qualifications

- Relevant tertiary qualifications.
- A certificate IV in Training and Assessment is desirable.
- Current driver's license.
- Demonstrated participation in quality improvement activities and research.
- Demonstrated experience leading a multidisciplinary team. Commitment to working with a multidisciplinary team.



Compliance checks required

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|-------------------------|-------------------------------------|-------|
| Working with Children | <input checked="" type="checkbox"/> | |
| National Police Check | <input checked="" type="checkbox"/> | |
| Vulnerable People Check | <input type="checkbox"/> | |
| Drivers Licence | <input checked="" type="checkbox"/> | |
| Other (prescribe) | <input type="checkbox"/> | <hr/> |

Approval

Manager name Sueanne Johns

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2019