

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Home Maintenance Officer
<b>Position Number:</b>	507744
<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/North West – Primary Health Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Home Care Services Coordinator
<b>Effective Date:</b>	June 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment and Recurrent
<b>Essential Requirements:</b>	<p>Current Driver's Licence</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

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:

Within a Primary Health Care framework and in accordance with Tasmanian State Service legislation, the Home Maintenance Officer will provide home maintenance services to frail aged, younger people with a disability, and carers within Northern Tasmania.

Focus of the role is on work that maintains safety and access for the client group.

## Duties:

1. Receive and action home maintenance and minor modification referrals, including yard and garden clean-ups.
2. In consultation with the Home Care Services Coordinator and Tradesperson, implement and maintain a planned home maintenance system for clients of Home Care Services.
3. Liaise with the Home Care Services Coordinator and Home Care administrative staff in the availability of financial resources for home maintenance, ensuring at all times that home maintenance activities are cost efficient.
4. Collate and maintain appropriate administrative records including details of daily activities.
5. Undertake regular maintenance of equipment, report defects and arrange repairs.
6. Participate in staff development and quality improvement activities including meeting and consulting with the Home Care Services Coordinator.
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:

- Works independently under routine supervision, support and guidance of the Home Care Services Coordinator, Tradesperson and administrative staff.
- Responsible for providing a high standard of home maintenance and ensuring tasks are carried out in a prompt, safe and efficient manner.
- Responsible for promoting a positive image of the service to the public while at all times maintaining 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
  - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

\* as required by CHSP, occupants of this role are required to undertake a conviction check assessment every three years.

## Selection Criteria:

1. Demonstrated competence and experience in the execution of general home maintenance minor modifications, and an understanding of Australian Standards, work health and safety issues and Codes of Practice relevant to home maintenance/modification services.
2. Sound knowledge of the principles involved in manual handling and the correct use and care of equipment.
3. Sound written and verbal communication skills, with the capacity to liaise effectively with all levels of staff, clients and other agencies.
4. Ability to deal sensitively with the frail aged, younger persons with disabilities and their carers, and have an understanding of their needs.
5. Physical capacity to undertake home maintenance projects and activities.
6. Have a genuine commitment to the aims and philosophies of the Home Care Service together with knowledge of Home Care Services policies and procedures within Home and Community Care (HACC) and Commonwealth Home Support Program (CHSP) guidelines or ability to acquire same.

## 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](#).