



# Human Resources

## Refurbishment Team Member

Position Description	
Qualifications and Requirements	<p><b><i>Essential</i></b></p> <p>A good working knowledge of building construction methods and regulations and a basic understanding of allied trades.</p> <p>A sound knowledge of all woodworking machinery and an ability to service and maintain this machinery.</p> <p>An ability to advise</p> <p>Experience in efficient and courteous dealings with people.</p> <p>Ability to work as part of a small team.</p> <p>Self-motivated, good time management skills.</p> <p>Outstanding communication, interpersonal and organisational skills.</p> <p>Adherence to good occupational health and safety practices, company policies, infection</p>

	<p>control, quality and accreditation issues.</p> <p>Must have a valid and unrestricted driver's licence.</p> <p>Must have up to date Covid, Annual seasonal influenza vaccinations and Tetanus.</p> <p><b><i>Recommended</i></b></p> <p>Demonstrated practical experience in an aged care environment.</p>
<b>Salary and Conditions</b>	<p>WSG 2 or 7 depending on qualification and position, but generally in accordance with the Village Baxter ANMF &amp; HSU Enterprise Agreement and the letter of employment.</p>
<b>Key Responsibilities</b>	<p>The upholding of all policies and philosophies of The Village Baxter.</p> <p>Assist with the repair and maintenance of all timberwork in buildings within the complex.</p> <p>Assist with the partial or total internal demolition and refurbishment of Independent Living Units and Manor suites including bathroom and kitchen refurbishment.</p> <p>Negotiating and where appropriate directing contractors.</p> <p>To climb onto roofs and work with tiles and timber in elevated situations.</p> <p>Assist the moving of furniture from one unit to another if required.</p>

Removal of old cabinetry and installation of new cabinetry.

Stripping and installation of fitting (ovens, door fittings, bench tops).

Safe operation of all battery powered hand tools (hand drill, saw, grinders).

Safe operation of all power tools and machinery in the maintenance shed.

Promote the Village in a positive light to Residents, Families, Visitors and the Community.

To ensure that all equipment is maintained in safe working order.

To maintain a high level of safety for residents, staff and visitors.

To maintain Incident Reports detailing accidents, injuries or mishaps involving clients, carers or visitors.

To ensure that all accreditation and compliance requirements are met.

Adherence to occupational health and safety practices and infection control procedures.

Adherence to all safe manual handling when lifting and moving heavy items.

Other duties as directed by a Supervisor, Manager or Team Leader

<b>Reporting Requirements</b>	Reports directly to the Refurbishment Team Leader
<b>Responsible For</b>	<p>High, safe and consistent standards of building for residents.</p> <p>The correct operation of any equipment available for use and the reporting of any faulty equipment.</p> <p>Other general duties as requested.</p>
<b>Education, training and registration</b>	<p><b><i>Personal Responsibility</i></b></p> <p>A recognised qualification in building or cabinetmaking</p> <p>Police check each 3-year period that provides satisfactory assessment of capacity to work in aged care.</p> <p>Must have a valid and unrestricted driver's licence.</p> <p>Must have up to date Covid, Annual seasonal influenza vaccinations and Tetanus.</p> <p><b><i>Mandatory training provided by the Village</i></b></p> <p>Emergency Procedures</p> <p>Manual Handling</p> <p>Infection Control</p> <p><b><i>Recommended</i></b></p> <p>Working With Heights training</p>

	<p>CPR and First Aid</p> <p>Attendance at training and education session to enable skills and knowledge to be developed.</p>
<b>Performance Appraisal</b>	<p>At 6 months, then annually by the Manager or delegate or as requested by the Village or staff member.</p>
<b>Physical and Mental Requirements include, but are not limited to:</b>	
Twisting of the back or neck	Lifting / carrying weights more than 5 kilos
Bending of the back / knees / neck	Kneeling
Squatting	Reaching above shoulder height
Reaching over and around things	Pushing objects more than 5 kg with wheels (e.g. Medical Trolley)
Standing for long periods	Dealing with unpredictable situations, or difficult and challenging behaviours
Dealing with high pressure situations	Working as part of a close team
Managing in emergency medical situations	Managing conflict situations confidently
Clear thinking and decision making in high pressure situations	Walking long distances within the Village

Time management and prioritizing skills	Drive vehicle - fast leg movements/ maintain pressure with feet
Operating machinery / using machinery / maintain firm grip with hands	Drive vehicle – turn head / twist neck/shoulders
Use machinery / twisting back / neck	Drive vehicle - change gears / steer / arms / shoulders / wrists/ grip
Working in air-conditioned room for extended periods	Working in the open air for extended periods
<b>Performance Criteria</b>	
<b>1. Professional Responsibility</b>	<b>Monitoring Processes</b>
<p>A high standard of personal appearance and conduct is expected of every employee, that is: clean, neat, tidy, punctual and respectful language and manner towards consumers, visitors and to each other.</p> <p>At NO TIME must information relating to Consumer/Family or Staff member be discussed with anyone other than the relevant Staff member/care professional providing care/service.</p> <p>A flexible and enthusiastic attitude toward undertaking a variety of tasks and demonstrated commitment to ongoing quality, with a team approach is expected.</p>	<p>Staff surveys</p> <p>Consumer surveys</p> <p>Annual performance appraisal</p> <p>Quality Results</p> <p>Complaints</p> <p>Legislative compliance</p> <p>Accreditation Compliance</p>

Ensure all building and garden rubbish is cleared away from all areas of the Village. To be physically capable of handling heavy and awkward objects such as rolls of old carpet.

Occasionally lift furniture from one unit to another and to shift commercial washing and cooking appliances.

To work in wet, dusty and noisy environments. There is also a requirement to work with a minimal number of chemicals which may include some chemicals or compounds which are identified as being harmful to humans unless specific precautions are undertaken. In the event of a task involving either water, dust, chemicals, vapour or any toxic or nauseous material, appropriate safety equipment provided by the company is expected to be used.

On occasion, to assist with the repair a range of small items such as, door locks, hinges & furniture, window winders and insect screens, minor office equipment, minor repairs to washing and cooking and domestic appliances, replacing light globes and tubes, tap washer, door closers, cistern washers, ceramic tiles and overcoming minor equipment and building failures.

Required to undertake tasks involving painting, plastering, woodworking, glazing, concreting, plumbing, metalwork including both oxy acetylene and arc welding, repair of mechanical equipment, service and/or repair of motor

<p>vehicles and the design and manufacture of specialised equipment.</p> <p>To demonstrate a commitment to, and interest in, continuing education within Maintenance and the Refurbishment team.</p> <p>To have a working knowledge of all equipment used in providing services to residents.</p> <p>Reports faulty equipment immediately to the Infrastructure Manager.</p> <p>Uses stock items carefully and documents use in the appropriate books to enable billing / replacement stock.</p>	
<p><b>2. Workplace Health and Safety</b></p>	<p><b>Monitoring Processes</b></p>
<p>Participation in the risk management program and contribution to a clean, safe work environment to ensure safety of clients, visitors, other staff and self.</p> <p>To report immediately, any equipment or situation, which is hazardous, or has the potential to be a safety issue or to receive such reports from other staff and to then assess the degree of risk and develop appropriate strategies for risk minimisation</p> <p>To participate in problem solving processes to resolve OH&amp;S issues.</p>	<p>Annual performance appraisal</p> <p>Improvement forms</p>
<p><b>3. Quality Improvement</b></p>	<p><b>Monitoring Processes</b></p>



<p>To ensure that staff practices are consistent with policies and procedures.</p> <p>Maintain compliance with the Village's continuous improvement program.</p> <p>To provide competent care and service in accordance with the Village's documented policies and procedures and legislative requirements.</p> <p>To complete an Improvement Form when there is an identified need to improve</p> <p>To actively participate and contribute to Quality Activities which promote quality improvement to care/service provided, such as, completion of Improvement Forms, staff meetings, working parties, audits, ongoing education, internal assessment and review of procedures, evaluation of new products and equipment.</p>	<p>Annual performance appraisal</p> <p>Improvement forms</p> <p>Attendance records</p>
<p><b>4. Education, Skills and Training</b></p>	<p><b>Monitoring Processes</b></p>
<p>A relevant qualification in building or cabinetmaking.</p> <p>To attend and participate in staff education and training, including compulsory face-to-face and online sessions.</p> <p>The updating of knowledge and skills in order that current best practice is provided.</p>	<p>Annual performance appraisal</p> <p>Attendance records</p>