



Human Resources

Maintenance & Gardening Handyperson (Community Care)

Position Description	
Qualifications and Requirements	Experience in general gardening and handyperson maintenance. Experience in efficient and courteous dealings with people. Ability to work independently and as part of a small team. Self-motivated, good time management skills. Adherence to good occupational health and safety practices, company policies, infection control, quality and accreditation issues. Documentation skills. Must have access to Mobile, Internet & Email. Must have a reliable, registered and insured vehicle. Must have up to date Covid and Annual seasonal influenza vaccinations.

	Must provide or have access to own tools.
Salary and Conditions	In accordance with the SCHADS award and letter of appointment.
Key Responsibilities	Demonstrate commitment to continuous improvement processes. To ensure continuity of care is maintained through appropriate communication with other relevant staff. To ensure that both Company and resident equipment and valuables are safeguarded. To have a sound working knowledge of equipment in daily use and to report any faulty equipment. To have a good understanding of, and adherence to, occupational health and safety practices and infection control issues. Other duties as required.
Reporting Requirements	Reports directly to the Community Care Coordinator.
Responsible For	Gardening and basic maintenance services provided to clients as required.
Education, training and registration	<i>Personal Responsibility</i> Police check each 3-year period that provides satisfactory assessment of capacity to work in

aged care.

Must have access to Mobile, Internet & Email.

Must have a reliable, registered and insured vehicle.

Must have up to date Covid, Annual seasonal influenza vaccinations and Tetanus.

Must provide or have access to own tools.

Mandatory training provided by the Village

Emergency Procedures

Manual Handling

Infection Control

Satisfactory completion of Staff Competency Books / Skills Audits

Dementia Training

Recommended

CPR and first aid.

Attendance at training and education session to enable skills and knowledge to be developed.

Performance Appraisal

At 6 months, then annually by the Supervisor, Manager, Team Leader or delegate or as requested by the Village or staff member.

Physical and Mental Requirements include, but are not limited to:

Twisting of the back or neck	Lifting 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)
Pushing objects more than 5kg without wheels (e.g. Chair in)	Supporting a person's weight
Sitting for long periods	Standing for long periods
Typing for long periods	Dealing with unpredictable situations
Dealing with high pressure situations	Dealing with difficult and challenging behaviours
Dealing with aggressive consumers / families	Working as part of a close team
Maintaining a calm demeanour when dealing with distressed/difficult people	Operating machinery
Managing in emergency medical situations	Walking long distances within the Village
Speaking to groups of people	Handling medication

Time management skills	Managing conflict situations confidently
Clear thinking and decision making in high pressure situations	Prioritizing skills
Drive vehicle / fast leg movements/ maintain pressure with feet	Drive vehicle – turn head / twist neck/shoulders
Use machinery / twisting back / neck	Drive vehicle / change gears / steer / arms / shoulders / wrists/ grip
Use machinery / lift / carry more than 5 kilos	Use machinery / maintain firm grip with hands
Watching computer screen for extended periods	Reading for extended periods
Working in air-conditioned room for extended periods	Working in the open air for extended periods
Performance Criteria	
1. Professional Responsibility	Monitoring Processes
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.	Staff surveys Consumer surveys Annual performance appraisal Quality Results

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. A flexible and enthusiastic attitude toward undertaking a variety of tasks and demonstrated commitment to ongoing quality, with a team approach is expected. An empathy and understanding of all aspects of cultural diversity. The promotion and maintenance of a high standard of professional care in accordance with the philosophy and objectives of the Baptist Village Baxter. To demonstrate a commitment to, and interest in, continuing education within community care. To ensure that accreditation requirements are met and that continuous improvement is practiced throughout the unit. To have a working knowledge of all equipment used in providing services to residents.	Complaints Legislative compliance Accreditation Compliance
2. Consumer Care	Monitoring Processes
To ensure that each consumer is treated with respect and dignity. To inform the Home Care Coordinator or Community Services Manager of any significant changes in the condition of a consumer.	Attendance records Staff surveys Consumer surveys Annual performance appraisal

To maintain a safe working environment and to ensure that any accidents/incidents are reported correctly and promptly. To respect the right of consumers to undertake risk activities. To ensure that all documentation is completed as necessary. To ensure continuity of care is available through appropriate communication and planning with other staff. To ensure that Consumers' valuables are safeguarded.	Quality Results Complaints
3. Workplace Health and Safety	Monitoring Processes
Participates in the risk management program and contributes to a clean, safe work environment to ensure safety of residents/visitors, other staff and self. Reports immediately, any equipment or situation, which is hazardous, or has the potential to be a safety issue. Participates in problem solving processes to resolve OH&S issues.	Annual performance appraisal Improvement forms
4. Quality Improvement	Monitoring Processes
To ensure that staff practices are consistent with policies and procedures.	Annual performance appraisal Improvement forms

Maintain compliance with the Village's continuous improvement program. To provide competent care and service in accordance with the Village's documented policies and procedures and legislative requirements. To complete an Improvement Form when there is an identified need to improve 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.	Attendance records
5. Education, Skills and Training	Monitoring Processes
To develop, and participate in, staff education and training. Attendance at compulsory education and training sessions Satisfactory completion of staff competencies and skills audits. The updating of knowledge and skills in order that current best practice is provided.	Annual performance appraisal Attendance records