

## **POSITION STATEMENT**

**POSITION TITLE:** Maintenance Assistant

**REPORTS TO:** Maintenance Manager

**AWARD/AGREEMENT:** Aged Care Sector Employees Enterprise Agreement

**CLASSIFICATION:** Contract

## **POSITION STATEMENT**

The Maintenance Assistant is responsible for assisting the Maintenance Manager with the upkeep of the buildings and grounds, plant and equipment of Boneham Aged Care Services.

## **KEY OUTCOMES AND RESPONSIBILITIES**

The following outcomes will inform KPIs, assessable as part of performance assessment.

- Working to ensure the privacy, dignity and right of all residents in accordance with the Charter or resident's rights and the privacy act.
- Functioning in accordance with statutory and common law requirements
- Performing in accordance with identified level of competence
- Actively pursuing opportunity to maintain competencies, and all other competencies as per policy and procedures.
- To attend appropriate training and development programs where required
- Apply recommended techniques for manual handling.
- Being familiar with and performing according to all philosophies, objectives policies and procedures of Boneham Aged Care Services
- To participate in all aspects of Boneham Aged Care Services Quality Assurance program, continually reviewing and striving to maintain the highest standard of service. To record and report any event or circumstance having the potential to adversely affect the organisation's provision of the best possible service to it's residents.

## **QUALIFICATIONS**

- No specific maintenance related qualification is required although any qualification within the maintenance or related industry will be highly regarded.

## **SKILLS, KNOWLEDGE AND ATTRIBUTES**

- Demonstrated ability in providing gardening and general maintenance services.
- Effective communication skills including written.
- Ability to work as a team member
- Ability to work independently, efficiently and effectively with minimal supervision.
- Ability to display self-motivation and initiative.
- Willingness to maintain confidentiality
- Effective time management and organisational skills
- Integrity and a demonstrated commitment to excellent care of the aged.

## **MANDATORY REQUIREMENTS**

Police check satisfying requirement of the Aged Care Act 2024 (less than 3 years old).

In accordance with the Aged Care Act 2024 the person occupying this position must not be:

- Someone who has been convicted of an indictable offence

- Someone who is an insolvent under administration
- Someone who is of unsound mind.

## **OTHER REQUIREMENTS**

### **Work Health & Safety Responsibilities**

- All staff have a legal obligation to ensure that they comply with Work Health and Safety regulations and the organisational policies, procedures and standards.
- Promote effective work health and safety practices from all staff.
- Monitor compliance with work health and safety legislation.

### **Equal Employment Opportunity Principles**

- Promote and implement policies and procedures in relation to EEO and the prevention of bullying, harassment and intimidation.

### **Consumer Rights**

- Demonstrating knowledge and commitment to resident's rights and responsibilities with regard to health care provision.

### **Confidentiality**

- Demonstrating an understanding of confidentiality and privacy policies and legislation.

### **Disability Discrimination**

- Promote and apply policies, procedures and practices that ensure the elimination of discrimination against all people with disabilities in accordance with the Disability Discrimination Act.

## **PERFORMANCE MANAGEMENT**

### **New Employees:**

Orientation will be the first step in the performance management process. Reviews will be undertaken during the six-month probationary period to check progress and development and that the Staff induction checklist (01.11) is completed.

### **All Employees:**

- Participate in an annual performance appraisal and/or review by staff.
- Meet the key performance indicators as agreed with the chief executive officer on an annual basis.
- Act in accordance with professional, legislative and organisational standards, policies and procedures.
- Seek out professional development and ongoing educational opportunities in order to maintain a high level of professional skill and job satisfaction.
- Attend all sessions at the compulsory study days on an annual basis.
- Comply with the Boneham Aged Care employee code of conduct at all times.
- Attend staff meetings as required.

## **SUMMARY OF DUTIES**

Including but not limited to:

- To monitor the provision of maintenance and repair services by sub-contractors.
- To provide general repair and maintenance services throughout the complex.
- To monitor maintenance supplies, re-ordering where required.
- To maintain all equipment in a clean, safe and useable condition.
- To report any circumstance needing attention outside the handyperson's expertise to the Maintenance Officer and/or Director of Care
- A statement of specific duties will be prepared by the Maintenance Officer and should be referred to at each shift by the employee. The list of Specific Duties may be added

to, deleted from or modified, in consultation with staff, as necessary by the Director of Care.

**Other Duties**

- From time to time the Maintenance Manager may direct that other duties be carried out.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with the Maintenance Manager as necessary. Position statements and employee performance will be reviewed regularly.

I, \_\_\_\_\_ have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Maintenance Assistant (employee):

Maintenance Manager:

Signed:.....

Signed:.....

Date:.....

Date:.....