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### Position overview

<b>Position title:</b>	Property and Garden Maintenance Officer
<b>Department:</b>	Home Care
<b>Directorate:</b>	Primary Care
<b>Enterprise Agreement:</b>	Health & Allied Services, Managers & Administrative Workers (Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Reports to:</b>	Community Care Manager

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### About us

The Yarram and District Health Service (YDHS) is based in Yarram, 220 kilometres south east of Melbourne on the South Gippsland Highway in rural Victoria. Yarram is 73 kilometres south west of Sale and 62 kilometres south east of Traralgon.

We provide our community with Acute Inpatient services, Dialysis, Urgent Care, Aged Care, Respite Care, Primary Health, Community Services and an Integrated Health Care Centre. Our consumers and community are at the core of every decision we make.

YDHS want to attract and retain the best staff to provide an exceptional service to our community. We promote and develop opportunities for people to contribute to and encourage innovation, leadership and collaboration. We are committed to making YDHS a Centre of Excellence in everything we do.

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### Position description

The Property and Garden Maintenance Officer will be responsible for providing garden maintenance services to YDHS Home and Community Care consumers who require assistance in keeping their external home environment safe and easy to maintain.

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### Responsibilities

- Prioritise garden and external home environmental maintenance as per home maintenance/gardening monthly schedule list.
- Undertake consumer minor maintenance tasks as directed in reference to: Request for Maintenance requisitions.
- Undertake client home modification tasks as directed in reference to: Request for Maintenance requisitions.
- Quoting for home modifications and maintenance tasks to be undertaken.
- Mowing of consumers lawns.
- Trimming of edging around walkways, flower beds and walls.
- Undertake gardening duties resulting in a safe environment for consumers.
- Maintain equipment with regard to economy, repair and replacement of equipment.
- Collect and dispose of garden waste from consumers properties.
- Assist with onsite ground and garden maintenance throughout YDHS.
- Assist with ground and garden maintenance within YDHS managed properties.
- Assist with maintenance tasks throughout YDHS when required.

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### Key Selection Criteria

- Training in or demonstrated knowledge of horticulture.
- General gardening experience.
- Ability to undertake general maintenance and handyperson duties.
- A strong and proven focus on workplace safety.
- Physically fit and able to undertake manual handling tasks.
- High level customer service skills.

- Excellent communication skills.
- The ability to work as part of a 'team' environment.

### Person-Centred Care

- Ensure that all clients, their families, visitors, and colleagues are treated with respect and dignity.
- Listen to and collaborate with our clients to understand their personal experiences to provide flexible care that complements their unique characteristics and supports them to live their best life.
- Support our clients to understand and learn about their health.
- Involve clients and their advocates in their healthcare decisions.
- Clearly explain your treatment options using easy to understand language and avoiding jargon.
- Respect healthcare decisions made by clients.
- Ensure your practice and the service provided to consumers is free from discrimination based on age, gender, gender identity, sexual orientation, disability, employment status, cultural background, or religious beliefs.

### Relevant information

YDHS is responsible for employing and contracting to employees who meet stringent community and public sector expectations. Applicants shall be required to provide and maintain:

- An original National Police Record Check completed within the last twelve (12) months prior to commencement.
- An employee Working with Children Check.
- A NDIS Worker Screening Check.
- Relevant professional registrations.
- Complete a Pre-existing injury declaration form.
- Undergo any other relevant checks, education or licencing as directed at own cost.
- Provide evidence of three (3) doses of the Covid-19 vaccine.

### Employee agreement

I have read and understand the above position description and acknowledge this position description reflect in general the duties, responsibilities and accountabilities of this position and other duties may be required to successfully perform my duties.

I understand the above inherent requirements of the role and I can safely perform the duties this position as outlined.

I am committed to the YDHS vision, mission, values and strategic plan.

**Employees name:**

**Employees signature:**

**Directors name:**

**Directors signature:**

**Date:**

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### Version Control

**Written:**

01/2021

**Reviewed:**

06/2023, 03/2024