

Position Description



Position Details

Position Title	Gardener Home Maintenance Worker
Job Location	Esperance Home Care – Gardening Services
Position Level	3
Department/Division	Esperance Home Care
Reports to (Title)	Garden and Home Maintenance Supervisor

Employment Type

☐ Full Time

☐ Part Time (please specify hours)

☒ Casual

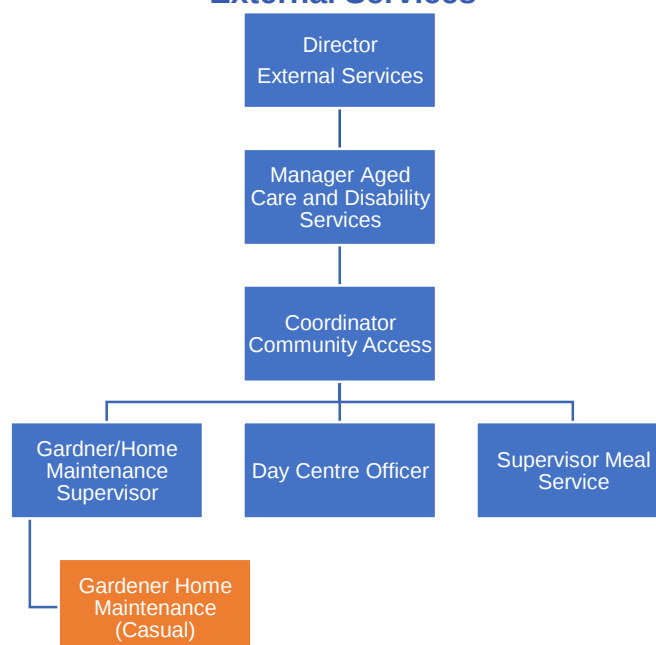
Hours Per Week

Position Summary

The Gardener Home Maintenance Worker position is responsible for providing gardening and home maintenance services for older people and younger people living with disabilities within the Shire of Esperance to help them live independently and to keep their homes in a safe and habitable condition within the resources available. This may include some garden conversion tasks that assist easy care and/or the provision of regular garden services. This position must be able to work independently within client's homes and in the community as well as working effectively and positively within the Garden Services team. Contribute to a professional and compatible work environment by providing a helpful, efficient and courteous service to clients, their carer, family members, and staff and volunteers that reflects a positive corporate image of Esperance Home Care and the Shire of Esperance.

Organisational Structure

External Services



Specific Accountabilities of the Position

Independence Philosophy of Care

All care support is based on the 'Independence' philosophy where clients are only assisted to complete those parts of a task they are not able to complete themselves.

- Support clients to maintain independence and help to build their capacity by working in a manner that provides assistance but does not take over tasks the person can do for themselves.
- Keep updated on current information regarding independence and work with your Supervisor to maintain access to training and education.

Key duties and responsibilities

- As delegated and within level of responsibility, carry out all duties as outlined in the Position Description and ensure services are provided consistent with the client's assessed needs.
- Able to work independently as well as within the gardening team to assist the client group and to promote a congenial atmosphere for clients while working in their homes.
- Assist client with gardening and maintenance tasks including lawn mowing, edging, mulching, pruning, sweeping and removing garden clippings.
- Carry out general yard clearing and rubbish removal.
- Undertake light maintenance duties in the home such as small repairs, changing light bulbs, changing washers, fixing minor leaks and blockages and fixing paths in the garden.
- Cleaning and basic maintenance of the Home Care car and bus fleet.
- May be required to carry out some window cleaning from time to time.
- Liaise with the client about the work being undertaken.
- Monitor client needs and refer any changes to the Supervisor for reassessment.
- Carry out regular risk assessments of the working area and report any changes to the Supervisor.
- Be responsible for the safety and security of tools and equipment used in gardening services and carry out tool maintenance including cleaning and sharpening as directed by the Supervisor.

General Accountabilities of the Position

Quality

- Participate in established quality management systems including continuous improvement activities such as audits and surveys.

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Ability to work with older people and younger people with a disability.
2. Able to work independently as well as being an effective member of the gardening team.
3. Have a good knowledge of gardening practices and procedures including safe work practices, maintenance of lawns and gardens.
4. Able to undertake light maintenance duties in the home such as small repairs.
5. Able to carry out basic administrative processes including record keeping.
6. Effective time management skills and ability to meet deadlines.
7. Ability to deal with information in a confidential manner.
8. High level of physical fitness and ability to maintain manual handling work including lifting up to 25kgs on a frequent basis.
9. Current holder of a 'C' class license.
10. Completion of Year 10 with English.
11. Satisfactory Police Clearance.

Desirable

1. Basic Horticulture qualifications and /or training and experience in a similar role.
2. Knowledge of the maintenance and use of small plant equipment.
3. Light Rigid Automatic Motor Driver's License (or be willing to obtain).
4. Knowledge of the Home and Community Care Programme.
5. Working knowledge of the local community.

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.