

POSITION DESCRIPTION



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|-----------------|--|
| Position Title: | Gardener |
| Award: | Hobart District Nursing Serve Inc. Union Collective Agreement 2010 |
| Classification: | Level III |
| Reporting to: | Community Support Manager |
| Date Approved: | |
| Approved By: | Kim Macgowan, Chief Executive |

ORGANISATIONAL PURPOSE

The District Nurses (TDN), founded in 1896, is an autonomous, non-government, not for profit organisation providing general and specialist nursing care, personal care and domestic support to the frail elderly, the younger disabled and their carers residing within the community. With a Primary Health Care focus, our service is structured to assist the individual to remain within their own home environment and reduce the occurrence of premature or inappropriate admission to long term residential care. As well as the provision of care to Home and Community Care (HACC) clients, TDN services the Veteran Community and a variety of brokerage clients. We are committed to the delivery of a collaborative, holistic quality service tailored toward the individual client's needs.

TDN is the second oldest nursing service in Australia and is a not for profit, non-government organisation. TDN, in partnership with the University of Tasmania supports the development of Aged Care and Rural Nursing profession through piloting the first post graduate Rural and Remote Scheme in Tasmania.

OUR VISIONS AND VALUES

- To provide the right care to the right client at the right time, in a manner that is consultative, inclusive and timely to our clients, their families and carers.
- To maintain a primary health care focus in the delivery of all services

POSITION OBJECTIVES

Ensure a quality garden maintenance service is provided to clients as directed by the Manager or Coordinator in accordance with organisational policy.

COMMON RESPONSIBILITIES

- Ensuring that all equipment used is maintained and kept in a satisfactory, safe and workable condition.
- Ensuring that all maintenance and repair records are accurate and kept up to date.
- Protecting the rights of clients by maintaining confidentiality and respecting the values, customs and beliefs of the clients.
- Respecting the privacy of residents when working in their home/personal environment.

- Window cleaning at single storey height only.
- Mowing, whipper snipping and subsequent removal of cut grass from client's properties.
- Garden spraying and weed spraying.
- Carrying out hand weeding if necessary in gardens.
- Pruning of shrubs and hedges.
- Removal of dead foliage.
- Fertilising and mulching as necessary.
- General garden maintenance.
- General garden clean up duties.
- Comply with water restrictions including water conservation processes.
- Wearing of PPE.
- Attending staff meetings as required.
- Maintaining knowledge and skill base required to fulfil requirements of the role.
- Maintain a safe working environment.

KEY BEHAVIOUR REQUIREMENTS

All TDN employees must abide by the TDN *Code of Conduct*. In addition to this, employees will undertake their duties in a manner that supports the Organisation's mission and values through demonstrating:

- **Integrity:** Honesty, open and transparent, admit mistakes, maintain confidentiality, fairness, builds trust
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** understands roles, uses resources wisely, delivers on time, timely decision making, achieves goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives, provides feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** supports creativity and innovation, proactive and solution focused, seeks out opportunities, embraces quality improvement, professionalism.

ORGANISATIONAL RELATIONSHIPS

Reports to: Community Support Manager

ESSENTIAL REQUIREMENTS

Evidence of the following must be provided prior to appoint to the position:

- National Police Conviction Check
- Pre-employment Medical
- Current drivers license

SELECTION CRITERIA

1. Experience in garden maintenance and with garden maintenance equipment.
2. Demonstrated knowledge of safe work practices
3. Ability to work independently.
4. Good time management skills.
5. Good interpersonal skills and empathy for the elderly and younger disabled.
6. Commitment to ongoing professional development.

WORKING ENVIRONMENT

TDN is committed to providing the highest levels of healthcare and services, and values equity and diversity with a zero tolerance policy on discrimination. We also value initiative, flexibility, creativity, teamwork, our code of conduct, workplace health and safety, performance management and development and the capacity to make a difference.

TDN is a smoke free environment with smoking also prohibited in our vehicles.

PHYSICAL REQUIREMENTS OF THE POSITION

Applicants must successfully complete an Occupational Health Assessment prior to commencing employment at The District Nurses. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment.

The functional requirements of this position include:

| Condition/Activity | constant | frequent | occasional | N/A |
|---|-----------------|-----------------|-------------------|------------|
| Manual handling – weights above 10kg | | X | | |
| Manual handling – weights below 10kg | | X | | |
| Manual handling frequency | | X | | |
| Repetitive manual work | | x | | |
| Working with arms above head | | | X | |
| Lifting above shoulder height | | | x | |
| Using hand tools – (powered) | | X | | |
| Wearing hearing protection | | X | | |
| Wearing eye protection | x | | | |
| Wearing gloves (personal protective) | x | | | |
| Working in wet/slippery conditions | | X | | |
| Working with chemicals/solvent/detergents | | | X | |
| Washing hands with soap | | X | | |
| Working in confined places | | | X | |
| Performing clerical/administrative duties | | | X | |
| Working on a keyboard | | | X | |
| Driving fleet vehicles (manual and automatic) | | X | | |
| Driving on suburban and rural roads, highways (sealed and unsealed roads) | | X | | |
| Driving at night | | | | X |
| Wearing polyester clothing | X | | | |
| Exposure to animals | | X | | |
| Exposure to environments whereby people have been smoking | | | X | |
| | | | | |

DECLARATION

In signing this declaration I acknowledge that I, _____
Have been advised of the requirements and conditions of this appointment based on this
Position Description.

Signed: _____ Date : _____
Employee

Signed: _____ Date: _____
(Director)