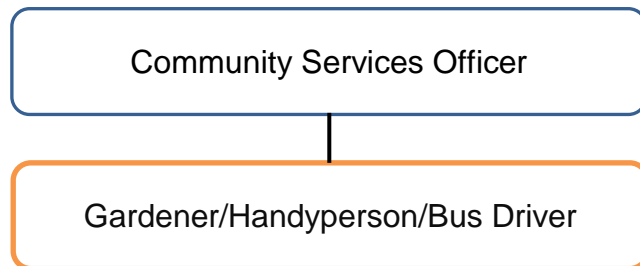




HR PD – COMM 3 - Gardener/Handyperson/Bus Driver

Position identification			
Position number	COMM 3		
Classification	Level	4 plus over award	
Position title	Gardener/Handyperson/Bus Driver		
Directorate	Chief Executive Officer		
Business unit	Community Services		
Service area	Home and Community Care – Town of East Fremantle Neighbourhood Link		
Location	Dovenby House		
Agreement	Local Government Award		
Status	Permanent F/T		
FTE	1.0	Hours p/week	38hrs
Position created		Last review	March 2017

Reporting relationship



Corporate key performance areas outlined in:

- Strategic Community Plan
- Corporate Business plan
- Performance appraisal action plan.

Primary objective(s) of the position

- Provide home maintenance services to Town of East Fremantle Neighbourhood link services users as required.
- Provide transport services for the purposes of shopping to services users as prescribed.
- Undertake administrative duties and provide reports as required.

Competencies

- | | |
|--|---|
| <ul style="list-style-type: none">• Leadership• Customer service• Work Habits• Self-management• Time Management• Interpersonal Skills | <ul style="list-style-type: none">• Quality of Work• Professionalism• Teamwork• Communication• Initiative |
|--|---|

Duties

- Responsible for the welfare, comfort and safety of clients from their homes to shopping centres and return.
- Assuring pickup and drop off points are convenient and safe for passengers.
- Responsibility for the ongoing care of and maintaining the Home Care vehicles
- Assessing and carrying out home maintenance and gardening tasks independently without supervision.
- Maintain an up to date list of trades and services in the areas for client's information and referral.
- Maintain equipment in a safe and serviceable condition.
- Maintain a record of gardening and maintenance equipment and tools.
- Carrying out administration duties in relation to above.
- Complete a monthly report for the Community Services Officer on Home Maintenance/transport services provision and all Home Care Vehicle matters.
- Collection of client fees and weekly deposit of fees in to council reception.
- Be an active participant in continuous improvement.
- Functioning as a team member.
- Attending ongoing in-service training and education program.
- Adhere to the Town's policies, procedures, Code of Conduct and Occupational Safety and Health Responsibilities.
- Perform other duties as directed when appropriate to the scope and level of this position.

Selection criteria (skills, knowledge and experience)

Essential

- Demonstrated experience in a similar role
- An 'LR' Drivers Licence and an 'F' endorsement or willingness to obtain these
- Prior to appointment.
- A current Basic First Aid Certificate.
- A physically energetic personality with the strength and stamina to assist participants.
- Working Knowledge of Community Care Common Standards.
- The confidence and ability to be self-motivated.
- A high attention to detail.
- The ability to work independently and as part of a small team.
- Motivation and initiative with the drive to work autonomously.
- Knowledge of your rights and responsibilities with Occupational Health and Safety.

Desirable

- Experience in dealing with people with dementia, frail aged and disabled

Other specific details of the position

Extent of authority	This position operates under specific direction within limits of Town policy and relevant legislative constraints.
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Position has purchasing authority in line with procedure	Yes	No	X
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Certification

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Manager's signature _____ Date _____

2. As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's signature _____ Date _____