

Position Description

Home Maintenance Gardener Team Leader

POSITION DETAILS

Position Title	Home Maintenance Gardener Team Leader
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Home Care Employee, Level 4
Employment Status:	Part Time
Hours of Employment:	Between 7:00 am and 5:00 pm Monday to Friday as negotiated and/or seasonally adjusted, working a maximum of 76 hours per fortnight. There is an expectation of being available to work reasonable additional hours as required

POSITION RELATIONSHIPS

Responsible to:	Property Maintenance Coordinator
Responsible for:	Gardening Volunteers as required

POSITION OBJECTIVES

Provide assistance to the Property Maintenance Coordinator to provide training and guidance to HMG team members, including orienting new staff to the HMG team, undertaking competency checks and general guidance to staff. Conduct OSH reviews for consumers' homes and assist with resolving queries and incidents. Participate in developing safe and effective systems of work. Assist with completing HGM support plan reviews.

Delivering practical, hands-on assistance to consumers and carers in the areas of gardening and minor home maintenance. Maintain gardening equipment and assist with servicing and repairs. Services are to be delivered in line with the Wellness Approach, Commonwealth Home Support Programme (CHSP) and the Aged Care Quality Standards.

PRINCIPAL RESPONSIBILITIES

1. Provide mentoring and guidance to HMG staff including training, orientation and support to effectively deliver services.

- Provide guidance to other Home Maintenance Gardener team members and assist to ensure training compliance requirements are met. Refer any performance concerns to the Property Maintenance Coordinator.
- Provide buddy shifts for new staff to orient them to the position and assist to ensure that organisational procedures, compliances and training competencies are met to the required standard.

2. Provide assistance and support to consumers as detailed in the consumer's Support Plan.

- Provide support to the Property Maintenance Coordinator by assisting with home and garden maintenance related incident report investigation and resolution.
- Provide support to the Home Support team by assisting with the home and garden maintenance service commencement and service review process, including review of support plans and undertaking OSH reviews.
- Assist consumers to maintain a safe home environment.
- Provide assistance based on the specific tasks outlined in the consumer's Support Plan.
- Promote and foster the independence of the consumer and support the consumer to achieve their identified goals.
- Tasks to be completed include and are not limited to:
 - Minor garden duties including:
 - Lawn mowing, edging with whipper snipper and disposing of grass clippings;
 - Pruning and trimming shrubs and trees, up to a practical height (only vegetation which can be safely reached while standing on the ground will be pruned);
 - Weeding and tidying garden beds, digging over garden beds and applying fertiliser, mulch, etc.;
 - Sweeping/blowing pathways and trimming overhanging plants from pathways ensuring all walkways are clear and safe.
 - Minor home maintenance and repairs including:
 - Changing light globes;
 - Replacing batteries in smoke detectors;
 - Minor odd jobs;
 - Rinsing outside windows with hose and broom.

2. Monitor consumer Support Plans to ensure services remain relevant.

- Advise the relevant Coordinator if support other than that described in the Support Plan appears necessary.
- Report to the Property Maintenance Coordinator and complete consumer progress notes and other paperwork as required, if any changes are observed in the consumer or the home environment.

3. Maintain accurate work sheets and records.

- Provide services on the days and times specified on the roster, unless otherwise advised by the Scheduler or Coordinator.
- Record start and finish times, service hours and mileage for each service on the roster. Inform the office of any variances.
- Complete documentation related to incident reporting, OSH assessments, support plan reviews for those clients as delegated by the Client Referral and Data Officer.
- Complete accurate progress notes in TPC/
- Complete all relevant induction/orientation and buddy checklists for new home and garden maintenance staff.

4. Maintain equipment.

- Receive and action reports of damage or faults to tools and equipment. Complete an initial assessment and decide on the best method of rectification, repair or replacement. Liaise with the Property Maintenance Coordinator regarding replacements.
- Conduct daily safety checks and weekly maintenance to ensure tools and equipment are kept in safe and good working condition. Ensure supplies are stored in a safe environment with chemical supplies stored according to Safety Data Sheets.
- Assist with the servicing and repairs of all gardening equipment in a timely manner, ensuring warranty and service recommendations are met. Assist with pick up and drop off of equipment.
- Assist with the quarterly inventory of the van/trailer contents.
- Liaise with the Property Maintenance Coordinator regarding any maintenance, repairs and resource requirements and liaison with suppliers regarding the selection of appropriate equipment, quotations and services.
- Mentor and support home and garden maintenance staff with the proper use of equipment and provide guidance and training when needed.

OTHER DUTIES:

- Assist in other areas including the Centre and Village when required to assist with workload or to provide advice in an area of expertise.
- Promote the Wellness Approach to service delivery by actively working with the consumer to prevent loss of independence by focusing on the retaining of skills, regaining skills and/or learning new skills.
- At all times, maintain confidentiality and security of information regarding consumers, staff and the activities of the Centre in accordance with the Confidentiality Agreement.
- Actively seek and report on methods of improving systems of work, policies and practices to support continuous improvement.
- Ensure all work is carried out in compliance with the policies and procedures of the Centre.
- Develop and maintain a high standard of service to both external and internal stakeholders.
- Share information regarding consumer issues and wellbeing with other staff as necessary to maintain appropriate levels of consumer care.
- Assist in other areas when required to assist with workload or to provide advice in an area of expertise.

- Maintain a sound understanding of Workplace Health and Safety issues in relation to this position and, in accordance with the Centre’s Guidelines, apply this knowledge and put it into practice in the workplace.

- Notify the supervisor of any leave of absence in a timely manner.
- Attend all staff meetings and organisational training sessions as required.
- Other duties as requested.

POSITION REQUIREMENTS

Essential

1. Previous experience in a home gardening and/or maintenance role or similar position.
2. Previous experience in maintaining gardening equipment and tools.
3. Ability to work effectively under limited supervision, both as a member of a team and autonomously, as required.
4. Good communication and interpersonal skills with the ability to work well with people from diverse backgrounds.
5. Ability to write informative consumer progress reports and complete paperwork.
6. Good organisational and time management skills.
7. A good understanding of Workplace Health and Safety requirements, as they relate to this position.
8. Maintain training in Working at Heights (Ladder Safety), Operating Basic Parks and Garden Equipment and Safety & Maintenance (training provided by The Centre).

Desirable

1. Knowledge of the Commonwealth Home Support Programme (CHSP), the Wellness Approach to service delivery and the Aged Care Quality Standards.
2. Possession of, or progression towards, a relevant Certificate III qualification.

Conditions of Employment

1. General conditions of employment are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.
2. Hours of work will generally be between 7:00 am and 5:00 pm, Monday to Friday, working a maximum of seventy six (76) hours per fortnight. There is an expectation of being available to work reasonable additional hours if required in order to meet the operational requirements of the position. Flexible working arrangements and time-in-lieu can be negotiated.
3. Unless otherwise stated in writing, the employee shall be on probation for the first 3 to 6 months to review performance and suitability for an ongoing position.
4. A satisfactory medical examination to confirm fitness to work, if required.
5. Possession of, or ability to obtain within 3 months of commencement, a current First Aid Certificate.
6. A current motor vehicle licence valid in Western Australia.
7. Ability to use own vehicle with towbar for work purposes (mileage claimable).
8. A satisfactory Police Clearance dated within the past three months. The National Police Clearance Certificate must be renewed every three years before expiry and a satisfactory status must be maintained.
9. Obtain and provide evidence of COVID-19 Vaccinations as mandated by the Western Australian and Commonwealth Government.

I _____ have read, understand and agree to comply with the above position description.

Employee Signature: _____ Date: _____

I have explained and discussed this position description with the above.

Manager Name: _____

Signature: _____ Date: _____