

Position Description



Laundry Hand

Position Objective

This position is responsible for washing, drying, sorting, folding and distribution of all linen and resident clothing in a clean and efficient manner.

About Corryong Health

Corryong Health (CH) is a public sector agency and one of six multi-purpose services in Victoria. CH is funded by Commonwealth and Victorian State Government funding, and provides a broad range of hospital, residential aged care, medical and primary health and community support services. We provide services to the Corryong community and operate a Medical Clinic, Health and Fitness Centre and Retirement Village.

Our values are a core element at Corryong Health. All employees are required to uphold our values and to comply with the behaviours in relation to them. Our values provide guidelines on how employees at Corryong Health must behave.

The Sense of Community	Our community places trust in us and this must be reciprocated – with respect, compassion and through our inclusive relationships.
Equity and Fairness	We adapt to meet individuals' needs and being transparent in our approach.
Growth and Development	We do our best to learn and promote a learning culture, insuring the highest contemporary standards of service for our clients.
Professionalism	We provide non-judgmental, confidential, effective and efficient health care.

Organisational Relationships

REPORTS TO: This position reports directly to Facilities Manager

SUPERVISES: This position supervises the following roles: None

Position Description



Primary Roles and Responsibilities

<p>Requirements</p>	<ul style="list-style-type: none"> • Linen and clothes are sorted, laundered and finished according to appropriate laundry cycles • Linen stock levels are recorded and the quality of linen is reported on • Resident clothing is labelled • Resident clothing is returned to residents, clean, neatly folded and ironed in a timely manner • Treat clothes and linens with stain remover and scrub with sponge or brush to remove spots or stains • Resident clothing storage is maintained neat and tidy. • Linen trolleys are utilised in the movement of linen and clothing and these are not left when they can compromise safety. • Linen cupboards, storage areas are tidy and clean. Filters of washing machines and dryers are cleaned after each use. • Laundry area is maintained neat and tidy. • Chemicals are stored appropriately and are utilised following procedure. • Maintain inventory of all cleaning and linen supplies and communicate needs to Facilities Manager. • Monitor all laundry equipment and inform Facilities Manager as to any maintenance needs. • Infection Control processes are adhered to at all times. • Adherence to all OH&S policies and procedures at all times.
<p>Efficient, Effective, Safe Service Delivery</p>	<p>Comply with organisation processes in carrying out:</p> <ol style="list-style-type: none"> 1. Continuous Quality Improvement aligned with National Safety and Quality Health Services Standards, Australian Aged Care Accreditation Standards, National Disability Insurance Scheme and Australian General Practice Accreditation Limited. 2. Timely and accurate completion of data relating to service delivery. 3. Reporting of outcomes / deliverables in line with funding agreements.
<p>Professional Conduct</p>	<p>In your position, you are responsible for:</p> <ol style="list-style-type: none"> 1. The interchange and management of communication with internal and external stakeholders. 2. Compliance with organisational code of conduct. 3. Compliance with organisational policies and procedures, including infection control and confidentiality.

Position Description



	<ol style="list-style-type: none"> 4. Compliance with relevant legislation such as work health and safety, equal opportunity and anti-discrimination. 5. Compliance with Code of Professional Conduct and Statement of Ethical Practice for National body relevant to this discipline. 6. Behaving in a professionally responsible and accountable manner at all times. 7. Compliance with Agency mandatory training Policy.
Flexibility in working role related to changing job requirements including:	<ol style="list-style-type: none"> 1. Willingness to take on activities or tasks that may fall outside of regular duties 2. Capacity to identify and / or respond to areas of need within the workplace on negotiation with Line Manager

Mandatory knowledge, expertise and skills

1. Comply with and promote Corryong Health policies and procedures and participate in safety & improvement activities for the organisation
2. Good communication skills
3. Ability to write clear and precise English appropriate to laundry duties
4. Mature outlook with the ability to relate and converse with older people
5. Ability and commitment to working as part of the team
6. Demonstrated initiative and ability to work without supervision Commitment to maintaining confidentiality
7. Sound time management skills
8. Commitment to professional development
9. Willingness to undertake annual vaccinations, drug and alcohol testing, fit testing and employment checks as required by Victorian law and Department of Health guidelines,
10. Demonstrate a commitment to the (Victorian Public Sector) VPSC Code of Conduct, Equal Employment Opportunity, Work Health & Safety and Cultural Diversity principles,

Desirable

1. Experience in a laundry-based role
2. Experience in an aged care setting
3. Valid Victorian or NSW Driver's License

Position Description



Conditions of Employment

Award / Agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021- 2025
Other	Employer contribution to Superannuation as required by the Superannuation Guarantee (Administration) Act 1992). Annual Leave Loading 17.5%
Hours of work	As per contract of employment
Location	This position is based at Corryong Health
Performance Reviews	There is a 3-month qualifying period with negotiated expectations for all positions within the agency. An annual performance review is conducted with all staff.
Performance Protocols	Employee to comply with VPSC Code of Conduct at all times.
Pre-employment Checks	The following pre-employment checks are mandatory before commencing this position: <ol style="list-style-type: none">1. Current National Police Check2. Working with Children's Check
ANZSCO	
Award / Agreement Pay Code	IN21
Vaccination Evidence Staff Category A	The following pre-employment vaccinations are mandatory before commencing this position (but not limited to the following): <ol style="list-style-type: none">1. Measles/Mumps/Rubella – 2 doses2. Poliomyelitis3. Influenza (every year)4. COVID-19 (3 doses) Please note that Corryong Health will require evidence of the vaccinations before commencing the role.

This position description is a true reflection of the current requirements of the role. Corryong Health will regularly review position descriptions and appropriately update them during the performance review process to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature

Employees Name (Printed please)

Position Description



Job Demands Checklist

Corryong Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions		
Letter	Meaning	Definition
NA	Not applicable	Doesn't apply to this job.
O	Occasional	The activity exists for up to 1/3 of the time when performing tasks within this role.
F	Frequent	The activity exists for between 1/3 and 2/3 of the time when performing tasks within this role.
C	Constant	The activity exists for more than 2/3 of the time when performing tasks within this role.
R	Repetitive	The activity involves repetitive movements.

Demands	Description	Frequency				
		NA	O	F	C	R
Physical Demands						
Kneeling and squatting	Tasks involve flexion or bending at the knees and ankle and possibly at the waist to work at low levels.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leg and foot movements	Tasks involve use of the leg or foot to operate machinery or equipment.	<input checked="" type="checkbox"/>				
Hand and arm Movement	Tasks involve use of hands and arms (such as stacking, mopping, sweeping, sorting, inspecting, personal care).			<input checked="" type="checkbox"/>		
Bending and twisting	Tasks involve forward or backward bending or twisting at the waist.			<input checked="" type="checkbox"/>		
Standing	Tasks involve standing in an upright position without moving about.			<input checked="" type="checkbox"/>		
Sitting	Tasks involve sedentary work that primarily involves sitting at a workstation.		<input checked="" type="checkbox"/>			
Driving	Tasks involve driving a vehicle for work purposes.	<input checked="" type="checkbox"/>				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.			<input checked="" type="checkbox"/>		
Walking	On even surfaces			<input checked="" type="checkbox"/>		
	On uneven surfaces		<input checked="" type="checkbox"/>			
	Up steep slopes		<input checked="" type="checkbox"/>			
	While pushing or pulling or holding objects.			<input checked="" type="checkbox"/>		
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, play equipment, vehicles, etc.	<input checked="" type="checkbox"/>				

Position Description



Working at heights	Tasks involve using ladders, foot stools, etc. (where the person stands on an object rather than the ground).	<input checked="" type="checkbox"/>				
Lifting and carrying and throwing	Tasks involve raising or lowering or moving objects from one level or position to another, usually holding the object in arms or hands.			<input checked="" type="checkbox"/>		
	Light lifting/carrying/throwing (up to 9 kgs)			<input checked="" type="checkbox"/>		
	Moderate lifting/carrying/throwing (10 to 15 kgs)			<input checked="" type="checkbox"/>		
	Heavy lifting/carrying/throwing (16kgs and above).	<input checked="" type="checkbox"/>				
Pushing and pulling	Tasks involve pushing or pulling objects away from or towards the body. May include jerking movements.			<input checked="" type="checkbox"/>		
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.			<input checked="" type="checkbox"/>		
Manual dexterity	Tasks involve fine finger movements (such as keyboard operations, handwriting, issuing medication).	<input checked="" type="checkbox"/>				
Sensory Demands						
Sight	Tasks involve the use of eyes (sight) as an integral part of task performance (such as looking at a screen, keyboard or mobile device, working in a dark environment, reading writing in documents).			<input checked="" type="checkbox"/>		
Hearing	Tasks involve being able to hear when working in a noisy area (such as a workshop, around equipment, many children)		<input checked="" type="checkbox"/>			
Smell	Tasks involve the use of smell as an integral part of the task performance (such as working with chemicals).		<input checked="" type="checkbox"/>			
Taste	Tasks involve the use of taste as an integral part of task performance.	<input checked="" type="checkbox"/>				
Touch	Tasks involve the use of touch as an integral part of task performance.	<input checked="" type="checkbox"/>				
Psychological Demands						
Interaction with people	Tasks involve interacting with distressed and emotional people.		<input checked="" type="checkbox"/>			
	Tasks involve interacting with people with mental illness, mental health issues or a disability.		<input checked="" type="checkbox"/>			
	Tasks involve witnessing or learning about disturbing or distressing personal circumstances and domestic violence.	<input checked="" type="checkbox"/>				
	Tasks require communicating with others (children or adults) to exchange information.			<input checked="" type="checkbox"/>		
	Tasks require giving direction and feedback on work undertaken by others.	<input checked="" type="checkbox"/>				

Position Description



	Tasks require receiving direction and feedback on work undertaken to meet required work standards.		<input checked="" type="checkbox"/>			
Reasoning	Tasks require interpreting process documents, following plans and quality standards documentation.		<input checked="" type="checkbox"/>			
Responsibilities	Tasks involve being responsible for a group of children or vulnerable adults.	<input checked="" type="checkbox"/>				
Psychological Demands						
Working requirements	Tasks require work to be conducted out of hours (such as overnight).	<input checked="" type="checkbox"/>				
	Tasks are undertaken in a busy, demanding and dynamic work unit.			<input checked="" type="checkbox"/>		
	Tasks for the position require individual resilience and adaption to workplace change.		<input checked="" type="checkbox"/>			
Environmental Demands						
Liquids and powder	Tasks involve working with liquids and/ or powders that may cause skin irritation if contact is made with skin.		<input checked="" type="checkbox"/>			
Sunlight	Tasks involve working outside with exposure to sunlight and require the application of sunscreen and insect repellent.	<input checked="" type="checkbox"/>				
Extreme temperature	Tasks involve working in temperature extremes (such as cool room, working outdoors, boiler rooms, kitchens).		<input checked="" type="checkbox"/>			
Biological hazards	Tasks involve working with biological products (such as blood, blood products or body fluids like urine, faeces or mucus).		<input checked="" type="checkbox"/>			
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance (such as glare, not enough natural light).	<input checked="" type="checkbox"/>				
Noise	Environmental / background noise necessitates people raising their voice to be heard		<input checked="" type="checkbox"/>			
Radiation	Working with radiologic equipment	<input checked="" type="checkbox"/>				
Gases	Working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>				