



Central Australian Aboriginal Congress
Aboriginal Corporation
Position Description

Equity and Social Justice • Respect • Recognition • Resourceful • Responsibility • Relationships



Position: **Cleaner (PN224)**
Division: Business Services Division
Section: Facilities
Salary Level: GOL 3
Position Reports to: Coordinator Cleaning
Location: Alice Springs
Last Review: July 2022

Role Description

The Cleaning Services staff are responsible for cleaning all Congress facilities by following the relevant procedures, safe work methods and instructions from the Coordinator – Cleaning.

Team Description

The facilities section is part of the Business Services Division and is responsible for the management of all property maintenance, cleaning, building security, procurement and the replacement and delivery of assets for Congress.

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at www.caac.org.au

Responsibilities

<p>MAIN DUTIES</p> <p>(This is not a comprehensive list of all duties required of the position)</p>	<ul style="list-style-type: none"> • Ensure cleaning standards outlined in the cleaning procedure are followed at all times relevant to your designated work area • Follow the cleaning work schedules in each area and ensure tasks are completed within the expected timeframes • Report any faulty cleaning equipment to the Coordinator Cleaning • Report any maintenance repairs that you notice to the Coordinator Cleaning • Ensure that all cleaning supplies and equipment are maintained in your designated work area • Participate in the development and implementation of improved cleaning procedures • Undertake other duties (and training) that is safe, legal, logical and responsible while being within the limits of employee’s skill, competence and training, consistent with the position classification
<p>WORK ORGANISATION</p> <p>(Planning and coordination)</p>	<ul style="list-style-type: none"> • Be an active team member and support a service based work culture showing commitment to the organisation’s strategy, mission, vision and values outlined by the board • Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of Congress

WORK HEALTH AND SAFETY	<ul style="list-style-type: none"> • Use personal protective equipment as supplied • Undertake all necessary training related to Work Health and Safety • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace • Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices • Ensure WHS non-conformances or incidents/injuries are notified
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Cultural Integrity, Equity and Social Justice, Respect and Empathy, Recognition, Resourcefulness, Responsibility, Relationships • Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress • Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information

Person Requirements (Qualifications & Attributes)

ESSENTIAL

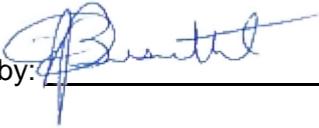
1. Practical experience and / or knowledge in cleaning procedures
2. An understanding of infection Control Standards or a willingness to learn
3. Ability to perform physically demanding cleaning task
4. Knowledge of cleaning chemicals and materials used
5. Ability to work any shift and including some weekends
6. Current NT Drivers Licence

DESIRABLE

1. Previous experience in a health organisation
2. Person of Aboriginal descent; that self identifies and is accepted as an Aboriginal person by the Aboriginal community
3. Certificate II or higher in Cleaning Operations or other relevant qualification

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Position Description Authorised by:  July 2022

GENERAL MANAGER BUSINESS SERVICES

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

Employee Name Signature Date

Supervisor Name Signature Date