

POSITION DESCRIPTION:
Cleaner – Golden Bay Community Health

KUPU WHAKATAKI - FOREWORD

Nelson Bays Primary Health (NBPH) promotes and supports quality community health services, with an emphasis on keeping people healthy. Our vision is “Healthy people... healthy workforce.... healthy community” – Kia piki te ora o ngā tāngata katoa.

Nelson Bays Primary Health (NBPH) leads and coordinates a range of primary health care services through its contracted general practices and other primary health providers e.g. Māori Providers and non-government organisations, in the delivery of the Primary Health Care Strategy. The organisation holds contracts with Nelson Marlborough Health (NMH) and other providers for these services. Nelson Bays Primary Health is committed to reducing health inequalities within the health system.

HE KAUPAPA NUI - PURPOSE

The Service Worker will provide an efficient and effective household service for the residents/patients and health practitioners/staff of the facility.

WHĀINGA TŪRANGA - POSITION OBJECTIVES

Provide excellent cleaning service at Golden Bay Community Health.

WHANAUNGATANGA - RELATIONSHIPS

- **Reports to:** Property & Facilities Manager
- **Direct Reports:** None
- **Internal Relationships:** All NBPH staff
- **External Relationships:** Patients/Relatives/Whanau
Other organisations and businesses as appropriate

TE WĀHI - LOCATION

This position is located at Golden Bay Community Health.

HAUORA WHAKARURUHAU - HEALTH AND SAFETY

Nelson Bays Primary Health is committed to achieving the highest level of health and safety for its employees. All employees are expected to take the initiative and identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Nelson Bays Primary Health, the health and safety of yourself, all employees, colleagues and visitors are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is required that you report all accidents, incidents or potential hazards to your direct line supervisor.

TE TIRITI O WAITANGI

Nelson Bays Primary Health is committed to its obligations under Te Tiriti O Waitangi. All employees are required to understand and implement Te Tiriti O Waitangi within their work and actively participate in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori.

NGĀ MAHI MATUA - KEY TASKS	NGĀ HAEPAPA - RESPONSIBILITIES
CLEANING	<ul style="list-style-type: none"> • Maintain floors, furniture, bathrooms, toilets, offices, treatment areas, kitchen, and corridors to the accepted standard • Remove and replace rubbish bags • Replenish supplies of toilet rolls, paper towels, hand-cleanser, and supplies • Discharge beds - remove linen, wash beds, dressers and all surfaces • Infection control measures will be followed as per policies/procedures • Meet laundry requirements for residents personal clothing A hygienically clean and tidy environment will be maintained • Areas are be free of rubbish and supplies of rubbish bags and other items are maintained • Discharge beds and rooms are cleaned and prepared for use • Knowledge of infection control procedures in relation to cleaning will be demonstrated • Residents' personal clothing will be laundered and returned to the resident in a timely manner.
STOCK	<ul style="list-style-type: none"> • Maintain sufficient stock levels to ensure efficient house-hold services are maintained • Ensure guidelines/processes around stock control are followed • Ensure any equipment malfunctions are promptly reported • Messages/information will be re-laid promptly to appropriate staff • Equipment and the environment maintained to the required safety and hygiene standards. • Wise and careful use of resources will be demonstrated
GENERAL	<ul style="list-style-type: none"> • Carry out additional cleaning activities during periods of increased demand (outpatient clinics/surgical bus) • Other duties as negotiated with your Manager • Any other duties as required
QUALITY IMPROVEMENT/AUDIT ACTIVITY	<ul style="list-style-type: none"> • Demonstrate willingness and involvement in quality activities to achieve service and organizational objectives in an innovative manner • Contribute to the team environment in which performance can be improved or enhanced, and objectives and plans can be achieved to a high quality standard • Utilise best-practice and evidence-based approaches in all aspects of work

	<ul style="list-style-type: none"> • Take all opportunities to obtain new skills and competencies which will enhance delivery of service • Take personal responsibility for making things happen
REDUCING HEALTH INEQUALITIES	<ul style="list-style-type: none"> • Identify and work towards reducing barriers to increase participation for Māori , Pacific and other groups; • Support team members to advance the health and social wellbeing of clients accessing services and support the reduction in health disparities and inequalities.
NGĀ TIKANGA MĀORI	<ul style="list-style-type: none"> • Utilise Te Reo whenever possible; • Attend to cultural practices of Māori, such as Te Reo, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga; • Assist in the establishment and maintenance of effective relationships with Iwi Māori Health, Mental Health Providers, General Practices and community agencies; • Integrate Māori practice models alongside clinical practice where possible; • Tino Rangatiratanga is encouraged in all professional relationships; • Undertake ongoing development and training in cultural development and/or through cultural competency training requirements.
HEALTH AND SAFETY	<ul style="list-style-type: none"> • Health & Safety is considered to be everyone's responsibility; all staff are required to actively contribute to maintaining a safe working environment • Demonstrate willingness and involvement health & safety activities • Maintain familiarity with and active involvement in the identification and management of Health and Safety. Be familiar with and actively involved in the identification and management of Health and Safety issues, risks, policies and reporting processes applicable to all work related environments
POLITICAL AND ADVOCACY SKILLS	<ul style="list-style-type: none"> • Work positively, sensitively and constructively with all staff, members and community representatives to secure positive ongoing primary health outcomes and relationships • Maintain strict confidentiality

MĀTAURANGA ME NGĀ PUKENGA - EXPERIENCE AND KNOWLEDGE

Essential

- Certificate in Cleaning level 2 or working towards it

Preferred

- A full and current driver's licence

WHANONGA PONO – PRINCIPLES AND ATTRIBUTES

- Able to work effectively and independently as well as part of a multidisciplinary team
- Strong organisational skills with the ability to follow a task through to completion and the ability to prioritise competing demands
- Ability to work across and be respectful of diverse cultures and communities to achieve health gains for all
- Sound problem solving skills
- Positive attitude with a realistic outlook
- Energetic and motivated, demonstrating flair and initiative
- Adaptable and flexible in the work environment, with an ability to think laterally
- Open to change and willing to adopt and initiate change within the overall development of services to better meet the needs local communities
- Takes ownership of own decisions in order to meet responsibilities of the role

Signed by NBPH Employee:	Signed for an on behalf of the employer:
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____