



JOB DESCRIPTION

JOB TITLE: GARDENER / DRIVER / MAINTENANCE PERSON, CHALMERS ENLIVEN HOME

Job Purpose: Our people are our key resource

Gardener:

The gardener has the responsibility to maintain the garden and grounds to standards that complement and enhance the facility. As a team member, assist the Manager in achieving total quality management of the facility to make it a warm, caring, safe and secure environment for residents, in line with the Mission Statement.

Driver:

The Driver has the responsibility to provide safe transport for residents, clients and staff in the facility vehicle. As a team member, assist the Manager in achieving total quality management of the facility to make it a warm, caring, safe and secure environment for residents, in line with the Mission Statement.

Maintenance Person:

The Maintenance Person has the responsibility to assist the Manager in implementing a preventative maintenance programme. As a team member, assist the Manager in achieving total quality management of the facility to make it a warm, caring, safe and secure environment for residents, in line with the Mission Statement.

Relationships:

1. Reports to the Manager, Chalmers Enliven Home.
2. Interfaces with staff and volunteers.
3. Interfaces with residents, family/whanau and accredited visitors, advocates and volunteers.
4. Interfaces with relevant organisations and persons involved with elderly care, allied health professionals, peers, quality Co-ordinator
5. Interfaces with suppliers of goods and services.

Supervises:

No direct supervisory role.

PERSON SPECIFICATION

Knowledge, skills & experience:

- Demonstrate a high standard of personal hygiene and appearance.
- Experience of working with the elderly is desirable.

- Maturity and experience in work of this nature
- Sensitivity and empathy with the older person
- Good communication skills
- Ability to apply quality concepts
- Be a person of integrity
- Current Drivers Licence
- Have a warm friendly personality with a sense of humour
- Be resourceful with equipment and supplies
- Ability to effectively manage own stress
- Current First Aid Certificate preferred

Driver:

- Preferred – Defensive Driving Course

Key Accountabilities:

1. Operates within the Policies and Procedures of Presbyterian Support Central.

Achieved by:

- Understand and work in accordance with the Presbyterian Support Central Mission Statement and Goals.
- Work within and demonstrate knowledge of the policy and guidelines of the Health and Disability Sector Standards, Enliven Collective Employment Contract, Enliven Staff Handbook, Code of Health and Disability Services Consumers' Rights, Management Manual.
- Understand and complete the Enliven Orientation Programme.
- Attend and participate in In-service training sessions.
- Attend and participate in staff meetings.
- Adhere to the policies, procedures, standards, guidelines and documentation for the organisation.
- Demonstrate knowledge of Privacy Act/ Health Information Privacy Code and Presbyterian Support Central Policy: Privacy and Confidentiality.

2. Provide a quality service.

Achieved by:

- Enable and assist residents to maintain their independence.
- Treat residents as individuals by respecting their individuality, spiritual, and cultural heritage.
- Use residents preferred form of address.
- Effectively managing time to carry out duties in the work schedule.
- Report to the Manager any malfunction of property or equipment
- Report to the Care Manager/Registered Nurse any observed changes in the resident's condition
- Participate in the Total Quality Management Plan so that methods and practices can be effective and efficient.

Gardener:

- Ensure all storage areas are kept clean, tidy and secure and equipment being used is always in a safe condition
- Following consultation with Manager, contact the appropriate specialised service as required.
- Follow Health and Safety requirements when using chemicals.

Driver:

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- Ensure regular and ongoing maintenance of the facility motor vehicles.
- Maintain internal and external cleanliness of vehicles.
- Transport clients to and from Day Care and as required by the facility.
- Keep an accurate mileage log.
- Instruct and/or check proficiency of licensed drivers ability to drive the facility van.

Maintenance Person:

- Implement maintenance programme as per work schedule.
- Following consultation with Manager, contact appropriate specialised personnel to effect repairs.
- To maintain records of equipment and stocks of supplies as appropriate.
- Keep the maintenance persons garage/lockup in a clean, tidy and secure condition.

3. Providing a friendly, safe homelike environment for residents and staff

Achieved by:

- Be actively involved in the Health and Safety programme and Hazard Identification programme.
- Meet Infection Control standards at all times.
- Be respectful with Presbyterian Support Central property.
- Ensure secure storage of chemicals and tools, keeping them safe from residents
- Wear safety equipment (e.g. goggles, masks, gloves etc) provided as tasks indicate
- Follow the operating manuals for the operation of the various machines and use of chemicals
- Monitor the ongoing service maintenance programme of all equipment to ensure an efficient cleaning process.

4. Contributes to Health and Safety Management

In the performance of assigned duties, maintain a safe and healthy workplace.

Achieved by:

- Carries out work in a safe way that protects their own and/or others' Health and Safety, including following all safe work procedures, rules and instructions.
- Actively participates in the facility's hazard management programme.
- Reports the early signs of personal pain or discomfort to their manager.
- Ensures that all accidents, incidents and near misses for residents, visitors, staff and self are recorded appropriately, including:

Early signs of pain or discomfort

Signs of stress or fatigue

- Takes an active role in their own treatment and rehabilitation plan, to ensure an early and safe return to work after injury, as required.
- Employees in a supervisory role maintain the safety of other employees by providing directions and education that conform to Presbyterian Support Central's health and safety policies and procedures.

If a specific Health and Safety role is undertaken, ensuring the implementation, monitoring and review of the site Health and Safety Management system.

Achieved by:

- Assigned responsibilities upheld.

5. Other Duties

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- Other duties as mutually agreed.

Core competencies:

Organisational commitment

- Demonstrates organisational loyalty and works in partnership to assist staff and senior management of the organisation to deliver services to its residents and staff.
- Represents and promotes the organisation's strategies and practices and behaves in a way that is consistent with its mission, values and ethical standards.
- Balances personal priorities and perspectives with those of colleagues and the organisation as a whole.
- Automatically adjusts priorities and is prepared to demonstrate flexibility and attend to unexpected problems or to meet urgent pieces of work.
- Works within the Christian philosophy of Presbyterian Support Central's Mission Statement.

Resident Management

- Listens to and understands the resident's needs.
- Attends promptly to any resident concerns and resolves these where at all possible, or refers on if appropriate.

Relationship Management

- Demonstrates thoughtfulness, courtesy, openness and respect for the organisation's residents and employees. Encourages a culture of trust, respect and empathy
- Establishes and sustains positive working relationships with people at all levels.

Communication

- Is approachable, listens to colleagues and shows empathy where appropriate.
- Able to give clear and accurate reports

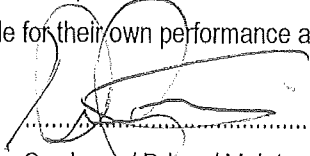
Quality Focus

- Works within the Continuous Quality Improvement Programme of Presbyterian Support Central

Results Focus

- Work effectively in the team, through useful and consistent participation
- Be supportive and co-operative in the work group, contribute energy and enthusiasm to the team, and encourage others to participate.
- Be accountable for their own performance and that of staff under their supervision.

Signature:



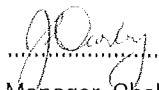
Title

Gardener / Driver / Maintenance Person, Chalmers Enliven Home

Date:

11/8/21

Signature:



Title:

Manager, Chalmers Enliven Home

Date:

05/07/2021

What is Presbyterian Support Central?

Background

Presbyterian Support Central is a charitable trust providing social services in Taranaki, Wanganui, Manawatu, Wairarapa and Wellington. It is one of seven autonomous Presbyterian Support regional organisations providing Christian based social services across New Zealand.

Presbyterian Support Central has a 100 year old tradition of Christian based support and a reputation for providing responsive social services to the elderly, children and their families and individuals. We have a committed and compassionate team dedicated to working with our clients to make a difference together. We are also dedicated to continuously improving the levels of service we provide our clients and the efficiency with which we do this.

The organisation operates 16 elderly care residential facilities across the region plus home support services and three community service centres. PSC's operating budget is \$38 million and there are some 1500 staff employed across the organisation.

Further information can be found on www.psc.org.nz

PSC's Mission:

- "In response to the teachings of Christ we will provide social services that effectively meet the needs of those we help".

Core Values

- Compassion for those in need
- Putting our clients' interests before our own.
- Meeting our clients' spiritual, physical and social needs
- Passion for our purpose.
- Humility in our actions.
- Respect for people.
- Professionalism, honesty and integrity.
- Continuous quality improvement.

Treaty of Waitangi

Presbyterian Support Central is committed to working in a multi-cultural way and affirms the place of Maori as Tangata Whenua and seeks to actively promote the spirit of equality and partnership inherent in the Treaty of Waitangi.

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