

POSITION DESCRIPTION



The Sydney
children's
Hospitals Network

care, advocacy, research, education

OUR CORE VALUES

COLLABORATION

OPENNESS

RESPECT

EMPOWERMENT

POSITION TITLE (200 characters limit)	Linen Handler
POSITION NUMBER (from Stafflink) MANDATORY If this is a new position, acquire the position number after the new position has been created.	
AWARD	Health Employees (State) Award
POSITION CLASSIFICATION	Hospital Assistant Grade 2
LOCATION	The Children's Hospital at Westmead
DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PRIMARY PURPOSE (2800 characters limit in ROB)	<p>The position is responsible for ensuring an effective and efficient linen service is provided and maintained throughout the hospital.</p> <p>Responsible for unloading trolleys from Linen delivery truck, sorting, packing clean linen on the ward trolleys as per linen imprest levels and delivery of the clean linen trolleys to the designated Inpatient unit and departments effectively.</p> <p>Removal of soiled linen from temporary waste holding areas located on the Inpatient units/ departments and transporting to the designated linen holding area.</p>

<p>KEY ACCOUNTABILITIES (3100 characters limit in ROB)</p> <p><i>A high level description of the outcomes the role is expected to deliver.</i> <i>'Key Accountabilities' should be:</i> - outcome focused, rather than process focused - ordered in importance and/or frequency - as specific to the role as possible while not detailing tasks.</p> <p><i>There should be no more than 6-8 'Key Accountabilities' in total.</i></p>	<ul style="list-style-type: none"> • Demonstrate effective interpersonal and communication skills that promotes teamwork • Follow all Safe Operating Procedure and work instruction for daily tasks • Document phone orders using the order form prepare the requires linen and arrange for the linen to be delivered to the designated department in a timely manner • Attend education and all mandatory training as directed • Assist in off-loading the linen services delivery truck and organise the trolleys for an efficient work flow. • Maintain accurate stock control of linen to avoid any mismanagement regarding the use of linen • Deliver the clean linen trolleys to wards and other departments requiring linen holding areas • Pack wards and departments linen trolleys as per agreed imprest levels • Collect and transport the soiled linen bags from generation points to the soiled waste holding area • Must wear all personal protective equipment supplied • Loading washing machine and dryers as per manufactures specifications • Sort and folding and pack special linen that belong to the hospital • Ensure all equipment to be used is safe and adequately maintained keep work area clean and tidy always • Reporting any staff injuries, risks and hazards to the Manager/Leading Hand and WHS representatives immediately. • Complete daily records sheet for Linen Web ordering system 	
<p>KEY CHALLENGES (max 3) (700 characters limit)</p> <p><i>The challenges that are regularly encountered in the role.</i> <i>The Key Challenges should not restate the Key Accountabilities. <u>There should be minimum of 1 and maximum of 3 "Key Challenges" in total.</u></i></p>	<ul style="list-style-type: none"> • Ensure delivery of optimum linen services that meets patient, visitor and hospital staff • Effective time management to ensure task are completed within required timeframes • Maintain a highly professional, performance based innovative, responsive and accountable customer service. 	
<p>KEY RELATIONSHIPS (internal) (max 3) (200 characters limit)</p> <p><i>The key stakeholders and customers the role is expected to interact with routinely, rather than periodically.</i></p>	<p>WHO</p>	<p>WHY</p>
	<p>1. Linen/Sewing Services & Accommodation Manager</p>	<p>Oversees the day to day function of the department</p>

<i>Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant. All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.</i>	2. Leading Hand	Provides work schedules and ongoing training
	3. Patients, staff, visitors and others	Providing and achieving a high level of customer service
KEY RELATIONSHIPS (external) (max 2) (200 characters limit) <i>As above</i>	WHO	WHY
	1. Health Share NSW Parramatta Linen Services	Provider of clean linen and collection of soiled linen
IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	
ESSENTIAL REQUIREMENTS (700 characters in word)	Vaccination Category: <i>Category</i> A - <input checked="" type="checkbox"/> B - <input type="checkbox"/>	
	Qualifications/ Licenses/ Registrations? WWCC <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Work Health and Safety: Select which of the following applies: <input type="checkbox"/> Supervisor As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <p style="text-align: center;"><u>OR</u></p> <input checked="" type="checkbox"/> Non-Supervisor You must take all reasonable care for yourself and others and comply with		

	any reasonable instruction, policies and procedures relating to work health safety and wellbeing
SELECTION CRITERIA (700 characters for each criteria in word) (max 8)	1. Ability to work on a 7-day rotating roster within operating hours 2. An Understanding of WHS principles and its application in the workplace ability to work within a team 3. Ability to manage multiple tasks in an organised manner 4. Ability to perform physical related tasks such as carry, lift push, heavy loads frequently 5. Strong communication and customer services skills
OTHER REQUIREMENTS (Standard text do not amend) (3100 characters in word)	Understand and practice person centred care. Work in partnership with consumers on improving and evaluating the delivery of services. Actively participate in quality improvement activities. Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns. Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies. Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.

Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. **This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis
O = Occasional activity exists up to 1/3 of the time when performing the job
F = Frequent activity exists between 1/3 and 2/3 of the time when performing the job
C = Constant activity exists for more than 2/3 of the time when performing the job
R = Repetitive activity involved repetitive movements
N = Not Applicable activity is not required to perform the job

Note: any entries not assigned a value will be automatically set to "N"

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	I	O	F	C	R	N
Sitting – remaining in a seated position to perform tasks				X		
Standing – remaining standing without moving about to perform tasks			X			
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes			X			
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes						X
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	X					
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	X					
Kneeling – remaining in a kneeling posture to perform tasks	X					
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	X					
Leg/Foot Movement – use of leg and/or foot to operate machinery						X
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps		X				
Lifting/Carrying – light lifting and carrying (0 to 9 kg)			X			
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)		X				
Lifting/Carrying – heavy lifting and carrying (16kg and above)						X
Reaching – arms fully extended forward or raised above shoulder	X					
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	X					
Head/Neck Postures – holding head in a position other than neutral (facing forward)	X					
Hand and Arm Movements – repetitive movements of hands and arms					X	
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands			X			
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work						X
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)			X			

SENSORY DEMANDS - Description (comment)	FREQUENCY					
	I	O	F	C	R	N
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)				X		
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)				X		

Smell – use of smell is an integral part of work performance (e.g. working with chemicals)										X
Taste – use of taste is an integral part of work performance (e.g. food preparation)										X
Touch – use of touch is an integral part of work performance										X
PSYCHOSOCIAL DEMANDS - Description (comment)	FREQUENCY									
Distressed People – e.g. emergency or grief situations	X									
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	X									
Unpredictable People – e.g. dementia, mental illness, head injuries										X
Restraining – involvement in physical containment of patients/clients										X
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies										X
ENVIRONMENTAL DEMANDS - Description (comment)	FREQUENCY									
Dust – exposure to atmospheric dust	X									
Gases – working with explosive or flammable gases requiring precautionary measures										X
Fumes – exposure to noxious or toxic fumes										X
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)										X
Hazardous Substances – e.g. dry chemicals, glues	X									
Noise – environmental/background noise necessitates people raise their voice to be heard										X
Inadequate Lighting – risk of trips, falls or eyestrain	X									
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight		X								
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	X									
Confined Spaces – areas where only one egress (escape route) exists										X
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	X									
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	X									
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks										X
Biological Hazards – exposure to body fluids, bacteria, infectious diseases										X

I have read the Position description and understand its contents, am fit and able to perform the duties outlined in the Job Demands Checklist, and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Employee			
Manager / Supervisor			