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| **Position Title:** | Gardener | **Department:** | Housing |
| Gardening and Maintenance Officer | Property and Maintenance Coordinator  Level 3 Full Time | **Supervises:** | n/a |
| **Internal Liaisons:** | Housing team, Corporate Services Team and Deputy CEO | **External Liaisons:** | CatholicCare staff, Aged Care and NDIS clients and other various stakeholders when required |

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| **Position Objective** | As a Gardener/Handy Person for CatholicCare you will be providing our clients with gardening services within their homes in the ACT and surrounding region. This rewarding position will fulfil your interest in providing a supportive and compassionate service within aged care and disability services, and giving something back to the community.  The Housing Gardening and Maintenance Officer works to the Property and Maintenance Officer in CatholicCare housing and property services.  This position is required to:   * Carry out garden maintenance, cleaning and repair works daily * Have good knowledge of gardening maintenance and repair procedures * Compete some heavy lifting of goods and equipment * Be able to use power tools, hand tools and electrical equipment proficiently and in a capable safe manner * Complete all work in a timely and professional manner * Work safely at all times * Act professional and courteous with all staff and clients at all times * Undertake administrative functions of the role * Undertake various tasks related to property services eg office set ups etc   Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives. |
| **Key Responsibilities** | * Undertake gardening and general maintenance duties at both CatholicCare and Client properties as directed. * Undertake gardening and general maintenance duties at Retirement Villa’s and client’s properties as directed. * Undertake cleaning of vacant client properties as directed on any nominated location as specified. * Undertake purchasing relating to maintenance and completing appropriate work. * Assist with moving furniture and equipment as required. * Take rubbish to the tip/recycle centre when required. * Participate in CatholicCare activities * Other duties as required.   Staff Development   * Attend team meetings as required. * Participate in core training requirements and relevant professional development.   QA   * Adhere to CCG Code of Ethics and Conduct.   Risk Management   * Comply with policies and procedures.   Self-Management   * Comply with workplace health and safety laws. * Meet KPI’s as per Performance Appraisal.   Professional Development   * Attend training when required/requested. |

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| **Key Selection Criteria** | | | |
| * Experience as a gardener, maintenance provider or an appropriate trade. * Physically able to undertake some heavy lifting duties and manual labour. * Good communication skills, with the ability to communicate with clients and staff * Ability to work independently, as well as part of a team * Demonstrated awareness of the relevant principles and practices such as EEO, Work Safety, Confidentiality and Duty of Care. * Possess a current Drivers Licence and ability to drive with a trailer * Willingness to undergo a National Criminal History Check and Working with WWVP Check and a Prohibited Employment Declaration where appropriate in NSW. | | | |
| **Experience & Knowledge** | * Knowledge of EEO, Work Health & Safety and Privacy and Confidentiality policies and legislation | **Attributes** | * Excellent communication skills and people skills. * Proven organisational skills and the ability to manage time effectively. * Capacity to work as a member of a team and individually as required. * Ability to promote a positive team dynamic. * Be able to demonstrate CatholicCare’s Vision, Mission and Values. |

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| **Employee Declaration** |
| I have read this document and agree to undertake the duties and responsibilities as list above.  I acknowledge that:   * This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives. * The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures. |

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| **Employee** |  |
| **Signature** |  |
| **Date** |  |