

Employment

Position Description

Position:	Gardener
Award:	Lyndoch Living (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2016-2020
Classification:	As per Qualifications
Status:	As per Contract of Employment
Qualifications:	Formal Qualifications in Gardening or previous gardening/horticulture experience is desirable

Position Objective(s)

To provide a high standard of general gardening and maintenance services onsite at Lyndoch Living and to our valued Lyndoch Living consumers in the Community.

Perform general gardening and maintenance tasks to Lyndoch Living consumers in the Community. To provide services to maintain gardens and landscaping to a safe, clean and presentable standard.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with 'yes' in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

Safety

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

Key Responsibilities and Duties

- Provide lawn mowing, gardening, including but not limited to edging, trimming of plants or trees, planting or plotting, budding, propagating, weeding, pruning and pressure washing and any garden related functions.
- Basic home maintenance services may include, cleaning windows, checking smoke detectors and provide any necessary assistance to remove waste from consumers house
- Follow Safe Operating Procedures when operating Power Equipment e.g. Mowers, Brushcutters, Hedge Trimmer, Lawn Edger, and all towed equipment. Safety of Operators and bystanders is of paramount importance at all times
- To immediately report any hazards or potential risk issues to the Manager
- Provide a high level of customer/client service that is responsive, helpful, and professional to consumers and the general public at all times.
- To develop and maintain consumer/business relationships with a high level of customer service
- Demonstrated ability to deliver tasks as directed in a timely manner
- Understand and respect the sensitivity and dignity required to assist elderly people and people with disabilities
- Demonstrate an ability to work independently and cooperatively as a team member
- Be actively involved in matters relating to OH&S to achieve a high standard of safety in the work environment

- Seek clarification on safety matters where uncertain
- Any other duties to ensure the efficient operation of the Gardening Service.
- Willingness to undertake training in any tickets required to perform duties (may include but not limited to Chemical / Chainsaw handling accredited courses)

Organisational Relationships

Reports to: Team Leader

Supervises: Nil

Internal Contacts: All staff, residents, consumers, families

External Contacts: Members of the public, contractors, service providers, creditors

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Ability to deliver tasks as directed
- Maintain appropriate qualifications that expands own level of professional competence
- Hold a current driver's license and have the ability to drive a manual vehicle.

Management Skills

The following management skills are required to be utilised:

- Ability to prioritise and complete tasks to an agreed time frame
- Ability to complete all required consumer schedules
- Ability to follow tasks and update information on Skedulo

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Well-developed communication and interpersonal skills.
- Understanding & respect of the sensitivity and dignity required to assist consumers.
- Ability to support an excellent team culture

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Participate in quality activities within the work area to improve the efficiency of the Department

- Participate in relevant training to ensure continued professional development for the betterment of the organisation
- Commitment to ensuring standards of excellence are established and maintained by actively supporting and implement practice in keeping with that Aged Care Standards and Accreditation Agency framework.
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Director Technology Strategy and Transformation

Date: June 2020

Appendix 1

General Conditions of Employment

Terms and Conditions of Employment

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

Performance Review

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

Probationary Period

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

Termination

Employment may be terminated in accordance with the provisions of the relevant Agreement.

Policy and Procedures of the Employer

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

Apparel and Equipment

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

Notification of Prior Injury

Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

Appendix 2

Pre-existing Injury Declaration Form

Please complete and return with your Application for Employment

In accordance with s.82(7)-(9) of the *Accident Compensation Act 1985 (Vic)* ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch Living Inc ("the employment")

In making this disclosure, please refer to the attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under s.82(8) and s.82(9) of the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch Living Inc. may constitute grounds for disciplinary action including termination of your contract.

Employee Declaration

I _____ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch Living Inc. I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking section 82(7)-(9) of the *Accident Compensation Act 1985 (Vic)* which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.

Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

OR

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

Please list details for all pre-existing conditions

I acknowledge and declare that the information provided in this form is true and correct in every particular.

Applicants Signature

Print name of Applicant

Witness Signature

Print name of Witness

Date

Date

Office Use Only

Additional Comment/ Requisite Modifications
(To be completed by Senior Manager/ CEO)
