

Position Description

Position Title	Domestic Assistant – Havlin Street Complex
Position Number	30011873
Division	Community and Continuing Care
Department	Community Services
Enterprise Agreement	Community Services
Classification Description	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)Enterprise Agreement 2021-2025
Classification Code	IN13-IN14
Reports to	Food and Domestic Assistant Grades 1 – 2
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The primary focus of the role is to provide cleaning services to the services located on the Havlin Street Complex. This includes the Community Services buildings and the Mental Health services located at Havlin Street.

The scope of the role includes, office cleaning, with the aim to:

- ensure high quality cleaning support services to clients and staff;
- practise compliant hygiene and infection control measures; and
- report any risks that would impact on the delivery of cleaning services

Responsibilities and Accountabilities

Responsible for ensuring cleaning service duties are undertaken and completed in accordance with Bendigo Health policies, procedures and standards and the Cleaning Standards for Victorian Health Facilities 2011. Undertake tasks on domestic checklist/s in order to maintain a safe and clean environment for all clients and staff. Provide deep clean services as and when directed by Management.

Key Selection Criteria

Essential

1. Knowledge of Australian Cleaning Standards inclusive of infection control procedures.
2. Excellent cleaning skills with a high level of attention to detail.
3. Demonstrated experience in cleaning techniques, including correct manual handling techniques and safe use and storage of cleaning agents and chemicals.
4. Proven skills in working in a domestic/housekeeping/ environmental services team.
5. Clear communication, customer service and interpersonal skills to ensure the ability to liaise effectively with clients and staff.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.

- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.