POSITION DESCRIPTION

Position Title	Maintenance Officer
Directorate:	Rehabilitation Services
Program	Therapeutic Community Maryknoll
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	3.1
Reports to	Works & Operations Coordinator
Employment Type	Maximum-term contract (1.0 FTE)
Date of Review	30/12/2020

The Organisation

We believe every person can change, grow and rebuild their lives if they choose.

Since 1984, Windana has helped thousands of people take a new direction to lead healthy, productive and happy lives.

Windana is a leading Melbourne-based drug and alcohol treatment organisation providing holistic services tailored to each client's unique situation, wherever they may be on their recovery journey.

We support close to 1500 people across Victoria every year by providing AOD treatment services including residential withdrawal services, residential rehabilitation and a suite of non-residential and complementary services.

Windana is a QIP accredited organisation currently employing over 150 highly experienced staff across multiple sites in metropolitan and regional Victoria.

Our Mission

Helping people to rebuild their lives.

Our Vision

We will provide a range of complementary treatment services to support individuals and families to assist them to recover from the harmful effects of drugs and alcohol. We will draw on our specialist expertise to increase community understanding of drug and alcohol related issues and we will develop a pro-active, educative focus to our work.

Our Principles

- Provide a range of approaches and give attention to all aspects of an individual.
- Provide unflagging belief and support for individuals who wish to change and grow.
- Respect differences in culture, religion, gender, age, family situation, background and economic status.
- Commit to honesty and respect in all our relationships.
- Draw on our expertise to develop new approaches to support treatment information and community education.
- Develop processes and practices that are open, fair and honest.

What we believe

We believe that people can rebuild their lives.

Program Information

The Therapeutic Community (TC) residents rehabilitate by exploring their own life experiences and learning from the experience and insights of others. In education, therapy, and work groups which form the basis of the daily routine everyone has an opportunity to explore new ways of experiencing life. The TC is all about change and growth in a supportive and non-judgmental environment.

Located 75kms east of Melbourne, on a 40-acre property, residents live in self-contained houses in a campus style setting.

Position Objective

Directly accountable to the Works & Operations Coordinator, the Maintenance Officer is responsible for the overall upkeep of the Maryknoll TC buildings and grounds.

Position Responsibilities

- Perform duties within the contact of the Windana philosophy, policies and procedures
- Acknowledge and respect the diversity in the nature of our clients and the many aspects of their lives – physical, psychological, spiritual and social
- Work as per your contract of employment, relevant Award/Agreement and agreed roster
- Understands and works within the Risk/Quality Management Framework including policies, procedures, tools, templates and reports as applicable throughout the organisation
- Work within the parameters of general legislative compliance including, but not limited to, OHS laws and guidelines, Fair Work Australia Act, Children and Young Persons Act, Privacy Act, Health Records Act
- Follow the objectives of the service plan/model as directed by your Team Leader/Program Manager
- Carry out any community maintenance requirements including, but not be limited, to painting, minor carpentry tasks, furniture repair, equipment repair, building/asset maintenance
- Repair and maintain gardens and grounds including, but not be limited to, weeding, mowing, brush cutting, land clearing, rubbish removal, fencing
- Carry out cleaning and maintenance on fleet cars as required
- Work with and alongside all major stakeholders including allied trades and services
- Source materials from preferred suppliers
- Report any known or observed hazards to Works and Operation Coordinator
- Follow all Health and Safety policies and procedures
- Maintenance duties performed to the required standard within the agreed timeframe
- Maintenance Requests completed promptly when defects identified

Key Working Relationships

Windana Staff & Clients

Selection Criteria

Mandatory Skills & Competencies

- Empathetic to values of Windana
- Commitment to continuous quality improvement and OHS
- The ability to abide by Windana's undertaking regrading privacy and confidentiality

- Effective time management and control over specific duties and activities

Qualifications

- Cert IV or above in relevant trade and/or extensive experience in comparable role

Desirable Skills & Competencies

- Certificate IV in Alcohol and Other Drugs or other relevant AOD qualification
- Ability to handle equipment used in maintenance
- Excellent working knowledge of a wide range of machinery and tools relevant to tasks required
- Excellent organisational skills, communication skills and the ability to work as a team
- Self-motivation and the ability to identify and complete needed tasks without direct supervision

Additional Requirements

All employees are required to:

- Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates.
- Register Windana as an employer with the Department of Justice for the Working with Children check before commencement
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Windana clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana
- 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 Windana management. Windana is committed to child safety and is a Child Safe organisation
- Be aware of and comply with the Windana Code of Ethics and Practice
- Current First Aid certificate or willingness to undertake
- Have valid working rights to work in Australia

General Information

- Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
- All positions at Windana are subject to on-going government funding.
- Salary Packaging is available in accordance with current legislation.
- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for.

Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

- 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. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Redeployment to other services or sites within Windana may be required

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature: _____ Date: _____