

POSITION DESCRIPTION

Position Title	Volunteer - Facilities Maintenance	Responsible to	Facilities & Purchasing Coordinator Building Maintenance Volunteer Coordinator
Location	37 Chermside Road, Eastern Heights QLD 4305	Document Date	May 2022

About the Role	
Purpose	To maintain Hospice equipment and Ipswich Hospice Care facility (where possible), thereby contributing to an environment of peace and tranquility for guests, families, visitors, volunteers and staff.
Key Responsibilities	<p>Under the direction of the Facilities & Purchasing Coordinator, or the Building / Maintenance Volunteer Coordinator - working either alongside the Maintenance Team or independently:</p> <ul style="list-style-type: none"> • Undertake different maintenance functions in and around Hospice, which do not require repair by a contractor • Adhere to Workplace Health and Safety rules/regulations/directions in regard to clothing, machinery, use of chemicals, infection control etc. Report incidents and hazards to the Facilities & Purchasing Coordinator as per organisational framework • Assist in the maintenance and updating of the tool and equipment register • Any other general maintenance duty as requested • Assist with SDS Audits • Assist with stock takes
Attributes, Skills & Experience	<p>This role requires a responsible, friendly and caring individual who:</p> <ul style="list-style-type: none"> • Has basic maintenance skills/experience or shows an aptitude/willingness to learn • Possess a sincere interest in people and a sensitivity which brings a caring, supportive response to people • Positively accepts instruction and supervision • Is organized, dependable and can maintain confidentiality <p>Customer Service - Excellent communication and interpersonal skills including demonstrated experience in liaising with a range of internal and external clients. Demonstrate reliability and punctuality.</p> <p>Teamwork & Communication - Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the organisation. Effective communication demonstrating understanding, sensitivity, and empathy. Positively accept instruction / suggestion and supervision. Effective interpersonal and teamwork skills.</p> <p>Flexible approach to changing situations.</p> <p>Compliance and Professional Conduct - always ensures privacy and confidentiality. Work within the bounds of relevant legislation/regulations (e.g. Privacy, Fair Work, WHS, etc.) and relevant professional codes. Adhere to all IHC policies and procedures including the Code of Conduct, Confidentiality Agreement, WHS. Demonstrated commitment to IHC organisational values.</p>
Training & Other Requirements	<ul style="list-style-type: none"> • Orientation and mandatory education as per organisational framework • Covid-19 Vaccination Certificate

About the Role	
Shift Days/Times	Shifts are usually 4 hours in duration between the hours of 8:00am and 1.00pm Monday to Friday Maximum 15 hours per fortnight
Role Risk Assessment	High

Acceptance of terms and conditions of position description on commencement / review:

Volunteer Name		
Volunteer Signature		Date