

POSITION DESCRIPTION



Position Title	Apprentice Carpenter
Position Number	N5529
Department	Support Services
Classification	As per award
Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025 – 2027
Reports to:	Maintenance Coordinator Qualified Carpenter

Position Purpose:

To be trained under the qualified carpenter in building and construction at EGHS, whilst learning general maintenance of buildings and grounds at EGHS whilst completing an Apprenticeship in Carpentry.

Department / Unit Specific Overview

East Grampians Health Services success is underpinned by the work of our support services at both Ararat and Willaura campuses. These include kitchen and food services, cleaning, supply, building and environmental maintenance. Additionally, the EGHS Ararat campus operates and maintains its own café (Café Pyrenees) available to all staff, patients, visitors and the wider community. Each of these program areas are vital to ensuring the safe, efficient and welcoming environment of EGHS.

Our Values



Integrity

We value integrity, honesty and respect in all relationships



Excellence

We value excellence as the appropriate standard for all services and practices



Community

We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background



Working Together

We value equally all people who make a contribution to EGHS to achieve shared goals



Learning Culture

We strive to continually lead and develop through education, training, mentoring and by teaching others.

Organisational Context

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.



Our Vision

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

Our Purpose

To meet people's health needs through leadership, strong partnerships and wise use of resources.

Strategic Actions

See [Strategic Plan 2023 – 2027](#).

Organisational Responsibilities

- Be aware of and work in accordance with EGHS policies and procedures, including:
 - [Victorian Public Sector - Code of Conduct](#)
 - [Confidentiality, Security and Management of Information - SOPP 24.02](#)
 - [Hand Hygiene - SOPP 70.18](#)
 - [Occupational Health and Safety - SOPP 72.09](#)
 - [Person Centred Care - SOPP 60.20](#)
 - [Occupational Health, Safety and Wellbeing - SOPP 72.09](#)
 - [Performance Development - SOPP 35.27](#)
 - [Risk Management - SOPP 74.01](#)
 - [Child Safe – SOPP 57.24](#)
- Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
- Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
- Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
- Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
- Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.



Responsibilities and Major Activities

- Carpentry work/ building works (supervised)
- Assist in project work when required
- Infection control purposes for the Management of Constructions Renovations, repairs and maintenance within Health Care Facilities
- Undertake general maintenance and garden work as directed by the Maintenance Coordinator
- Undertake all duties as described in the relevant work schedules
- Participate in a regular preventative maintenance program as set out by the Maintenance Coordinator
- Promote and encourage safe work practices for all staff and contractors
- Maintain inventory of gardening and grounds, tools and equipment
- Responsible for the clean, safe and secure storage of gardening and other facility equipment
- Ensure that all work is completed in line with OHS policy and procedures, Australian Standards and Legislative requirements
- Maintenance of EGHS vehicle fleet in a clean and serviceable condition
- Participate in Support Service quality improvement and maintenance audits across EGHS
- Assist with out of hours' emergency responses and actions as required
- Participate in any requisitions as capable
- Undertake administrative duties pertaining to maintenance
- Attend trade school
- Work and study in the workplace
- Follow infectious control guidelines
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Aged Care – Montessori Model of Care

People with dementia and those who have a cognitive impairment are often confronted with what they can no longer do or with the mistakes they make. Montessori principals are designed to focus on what they can still do. This is a person-centred approach focusing on the person's capabilities, capturing their interests and showing them respect.

- Come to work with a positive attitude
- Wear your name badge
- Works with the team, the principals of Montessori and the prepared environment by supporting resident/client dignity and choice in their roles, leisure and lifestyle activities and activities of daily living.



Key Performance Indicators

- Delegated tasks achieved in accordance with guidelines and procedures
- Feedback from staff and customers indicate that contributions made are effective
- Participate in annual personal development plan.
- Accuracy and timeliness of work completed.

Key Selection Criteria

Essential Criteria:

- Interest in carpentry/building
- Capacity to work independently and as a member of a multidisciplinary team
- Self-reliant, motivated and willingness to respond to situations where a high level of professional autonomy exists whilst keeping within EGHS policies and protocols
- Strong communication, organisational and time management skills
- Demonstrate commitment to working flexibility to achieve job requirements
- Able to work under pressure and remain calm in challenging situations
- Works well within a team setting with an excellent approach to staff, patients and residents
- Current Drivers Licence

Desirable Criteria

- Experience with Garden maintenance, handyman and grounds upkeep
- Working towards or currently holding an approved trade certificate relating to work requirements

Must comply to having or completion of:

- Fit2Work Nationally Coordinated Criminal History Check - Employee (renewed every 3 years)
- Working with Children Check (renewed every 5 years)
- NDIS Worker Screening Check (renewed every 5 years)
- Immunisation requirements (annually)



Acknowledgement

Employee Name	
Employee Signature	Date
Manager Name	
Manager Signature	Date
Developed Date (MM,YY)	
Developed By Name	
Developed by Title	

