



## POSITION DESCRIPTION

### SECTION 1 – POSITION IDENTIFICATION

<b>Title:</b>	Support Worker
<b>Department:</b>	Health and Regulatory Services
<b>Responsible to:</b>	Senior Environmental Health Officer
<b>Position:</b>	Permanent Full time - 76 hours per fortnight
<b>Salary:</b>	Annual Cash Salary \$55,328.00 - Total Package \$63,424.90
<b>Classification:</b>	<i>Local Government Officer's (Western Australia) Interim Award 2011 Level (3) (the Award)</i>

### SECTION 2 - POSITION FUNCTION

**Purpose**

To enable meaningful, effective and culturally compliant engagement between the local communities and the Health and Regulatory Services staff, and to assist in Aboriginal Environmental Health Programmes.

To provide relief at the Halls Creek Rubbish Tip when required.

### SECTION 3 - KEY DUTIES & RESPONSIBILITIES

1. **To provide assistance to the Environmental Health Officer (EHO) Health Promotion Officer (HPO) and/or other Health and Regulatory Services staff generally in the implementation of Aboriginal Environmental Health activities.**
2. **Ensure engagement between the Community and Health and Regulatory Services staff conforms to the requirements of Aboriginal Culture.**
3. **Assist in the investigation of, notifiable diseases, incidences of food poisoning and other disease outbreaks, and general disease control.**
4. **Promote environmental health within the home i.e. food safety, pest control and health hardware maintenance. Encourage and assist occupants to report damage or faults affecting health hardware in the home.**
5. **Implement Health Education and Health Promotion activities in the Shire.**
6. **Assist the EHO, HPO and Shire Rangers with dog health program, including community education**
7. **Carryout duties as gate attendant or tip supervisor at the Halls Creek Rubbish Tip when required.**
8. **Assist in the maintenance of the cemetery and preparation for funerals.**
9. **To comply with Occupational Health and Safety legislation and promote safe work**

**practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to supervisor and/or HR coordinator immediately.**

**SECTION 4 – SPECIFIC DUTIES**

- Assist the Snr Environmental Health Officer, Health Promotion Officer and the Rangers implement culturally compliant programs.
- Assist in health education and health promotion programs in Aboriginal communities.
- Assist Rangers in dog health programs, including dog de-sexing programs in Aboriginal communities
- Assist in the maintenance and management of the Cemetery and in arranging burials.
- Assist the Tip Supervisor in the maintenance and management of the Tip.
- Clean and maintain order in all storage sheds and containers at the Depot.
- Assist in the cleaning and maintenance of the surveillance Chook pen.

**SECTION 5 - SELECTION CRITERIA**

<b>Essential:</b>	<ul style="list-style-type: none"> <li>• Prepared to participate in relevant qualifications and/or experience training</li> <li>• Ability to read and write to enable understanding of who and what enters the tip.</li> <li>• Ability to understand the requirements of various controls, plans and documents that ensure the tip operates safely and within the law (assistance will be given with this).</li> <li>• Ability to write basic information and carry out simple numeracy calculations, recording delivery volumes, dates, license plates and completing day sheets.</li> <li>• Reliability on a daily basis to attend and leave work on time.</li> <li>• Ability to operate basic computer records on a simple program set up in advance.</li> <li>• Industry Induction white/blue card.</li> </ul>
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar position</li> <li>• Front end loader and 20 ton excavator experience and/or tickets.</li> <li>• Minimum 'C' class driver's license.</li> </ul>

<b>Shire Policy Requirements</b>	<p><b>Police Clearance</b> It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p><b>Working with Children Clearance</b> It is a requirement to have a current WWC clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p><b>Medical</b> It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p><b>Drivers License</b> Minimum C class driver’s license. A copy to be provided upon interview or at commencement.</p>
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**SECTION 6 - APPOINTMENT FACTORS**

<b>Location</b>	Shire of Halls Creek, HALLS CREEK, WA 6770.
<b>Organisational Relationships</b>	<p>Internal and External Liaison:</p> <p>Internal                      All Council Staff</p> <p>External                      General Public, Local Services Contractors and Suppliers on occasions.</p>
<b>Extent of Authority</b>	Works in accordance with general direction from the Senior Health and Environmental Officer
<b>Delegation Authority</b>	Nil
<b>Employment Terms</b>	A Probationary period of 3 months will apply to this position in accordance with Shire policy.

**SECTION 7 - CERTIFICATION**

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

**Noel Mason**  
**Chief Executive Officer**

I have read and understood the requirements of the position as detailed in this document.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date Appointed