

Position	Advanced Storeperson
Classification	GK6
Award	Victorian Public Health Sector (Health Professionals, Health & Allied Services, Managers & Administrative Officers) Enterprise Agreement 2021-2025
Reports to	Executive Manager Corporate Services
Hours of Work	Part-Time (0.60 EFT), as per individual contract of employment.

About Rural Northwest Health

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organization.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant rural communities.

OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

Position summary

The Advanced Storeperson is responsible for assisting in the timely fulfilment of required supplies for all wards and departments throughout Rural Northwest Health's facilities to facilitate quality care through the provision of supplies and consumable requisites.

Key responsibilities

- Pick and deliver supplies and consumables as requested throughout the facility.
 - Undertake inspection and receipt of inwards goods.
 - Complete cycle counts to ensure accuracy of inventory holdings.
 - Undertake inspection and receipt of inwards goods.
 - Raise Purchase Order documents to suppliers for replenishment and ad-hoc requisites
 - Conduct subinventory imprest barcode scanning for departmental inventory replenishment.
 - Ensure storage areas are appropriately maintained.
 - Assist RNH team members in placing purchase requisitions.
 - Utilise the Service's Financial Management Information System to maintain inventory and purchasing processes and requirements.
 - Perform other duties as reasonably directed/requested.
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Key Position Accountabilities

Accreditation and governance

- Maintain practice within framework established by legislation, national and state policy.
- Understand, comply with and adhere to Rural Northwest Health guidelines, principles, policies and protocols.
- Understand, contribute, comply and adhere to Rural Northwest Health OH&S policies and work practices.
- Ensure compliance with the National, Community Care and Aged Care Standards and achievement of accreditation.
- Participate and provide support in accreditation and national standards activities as directed.
- Contribute to the success of Rural Northwest Health as a leading health provider.
- Communicate with all team members every working day to achieve the vision and mission and strategic goals of the organisation.
- Support a culture of performance improvement and evaluation.
- Effective prioritisation of projects and meeting of timelines.

Safe practice and environment

- Acts in a way that maintains health and safety for self and others that come in contact with the work area.
 - Participates and adheres to safe work practices relevant to role and broader organisation.
 - Guides, monitors and maintains health and safety for self and others.
 - Participates, and contributes to continuous improvements related to OHS, emergency management planning and team wellbeing
 - Notifies relevant stakeholders about any notifiable incidents in timely manner.
 - Promptly reports issues that might put self or others at risk, incidents & near misses in ways appropriate to role.
 - Cares for others by speaking in a courteous and respectful manner at all times.
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Position Description – Advanced Storeperson

- Knows what to do in an emergency relevant to the role.
- Responsible for the safe management of equipment-this includes using equipment within standard operating guidelines and not using unsafe equipment.

Personal and Professional Development

- Recognise and seek assistance from other relevant team members when tasks fall outside of ability or area of responsibility.
- Where issues are unclear or beyond own abilities and qualifications seek assistance and clarification.
- Demonstrate an ongoing commitment to personal and professional development.
- Participate in essential or mandatory training annually.
- Understand and adhere to Rural Northwest Health Code of Conduct.

Information Management

- Comply with and maintain all privacy legislation requirements and Rural Northwest Health confidentiality statements when communicating information pertaining to residents, team members and the operations of any Rural Northwest Health facilities.
 - Comply with medico-legal, professional and Rural Northwest Health standards regarding client and resident documentation.
 - Be aware of and adhere to all policy and protocol requirements in relation to fraud prevention, detection and reporting.
 - Utilise information technology as appropriate in the performance of the role.
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Key Selection Criteria

Essential

- Strong interpersonal and communication skills.
- Basic understanding of warehouse and logistics processes.
- Efficient in use of Microsoft Word, Excel and Outlook.
- Commitment to and willingness to participate in continuing training and education related to area of employment
- Understanding of living and working within small rural community.

Preferred:

- A current forklift license is preferred, but not essential.

Personal Attributes:

- Ability to use judgement, initiative and common sense when performing duties.
- Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail.
- Emotional maturity.

Position Description – Advanced Storeperson

- Highly resourceful team-player with the ability to also be extremely effective independently.
 - Forward looking thinker who actively seeks opportunities and proposes solutions.
 - Ability to demonstrate initiative and creativity.
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Certificates, licences and registrations

- Current satisfactory employee police check (dated within 12 months of commencement date).
 - Current employee working with children check.
 - Current Victorian driver's license.
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Other requirements

Must provide current evidence of immunisation history and/or serology results

Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature _____

Employee name (please print) _____ **Date** ____/____/____