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| **Café Costa Assistant**  Clear and wipe tables, load dishwasher or wash dishes manually as required, restock sugar, salt and pepper and napkins, sweep floor and deliver lunch orders. | **Flower Attendant**  Assist patients with care for their flowers, replacing water, trim stems, clean vase and rearranging flowers. |
| **Clerical**  Supporting administrative staff with data entry, filing, photocopying and scanning, collating data and information packages and mail-outs. | **Patient Transport Service**  Using hospital vehicle, collect and return patients from home to hospital appointments and escort patient to appointment destination. |
| **Concierge**  Welcome visitors, assist with carrying goods, escort patients to destination, assist patients in and out of car and assist wheelchair bound patients. | **Companion Support**  To provide companionship and therapeutic diversion for patients with vision or hearing impairment, memory and thinking problems or who have dementia or delirium as a result of their illness or operation. |
| **Day Oncology Patient Support**  Collect and serve morning tea to patients, clear patient tables, assist nursing staff to provide needs of patients and ensure pantry area stocked and clean. | **Rehabilitation Patient Support**  Support the rehab team by collecting patients for gym appointments, assist with ice packs and morning tea, collation of information packs, tidying gym area and provide assistance to the unit receptionist. |
| **Emergency Patient Support**  Assist with transferring patients from ED to ward, provide comfort to anxious patients and relatives, serve beverages and ensure pantry area stocked and clean and support nursing staff as appropriate. | **Art Program (Cartwheels)**  To provide meaningful art sessions to patients and families. To offer a mobile art studio bedside and tailoring activities accordingly. Ensure hygiene practices are met as required. |
| **In-Patient Support**  Assist patients being discharged with packing, ensuring collection of x-rays and medications, package flowers for transport, escort patients to concierge for collection, assist patients in completing documentation, support patients at meal time as required. | **Engineering / Maintenance Support**  Supporting the maintenance team with general maintenance duties including changing light globes, minor repairs to wall surfaces, patient remote handsets, garden sprinkler systems, driving van to pick up hardware items and furniture relocation. |
| **Meet and Greet – Intensive Care Unit**  Welcome visitors and demonstrate hospitality through providing refreshments and support department with clerical tasks. | **Convenience Trolley**  Visiting patient rooms, manage the trolley of goods available for purchase by patients/visitors, money handling and re-stocking trolley as required. |
| **Day Surgery Patient Support**  Assist with transferring patients from Surgery Centre to hospital, provide comfort to anxious patients and relatives, serve refreshments to post-op patients, ensure kitchen area stocked and clean, assist nursing staff with linen, bed making, cleaning trolley’s and armchairs and providing support to nursing staff as appropriate. | **Meet and Greet – Main Reception**  Greet visitors, deliver items to departments (e.g. medical records, flowers, pharmacy products) assist patients and visitors with directions and escort patients to medical appointments (where required) and support reception staff with clerical tasks. |