

Rapport Housing & Care

Job Description

Job Title: DOMESTIC ASSISTANT

Job Code: DS02

Job Holder:

Department:

Position in the organisation:

Responsible to: Senior Domestic

Direct reports: No direct reports

Works in conjunction with: All residential home staff

Summary of main responsibilities:

To maintain all areas of the home, except the kitchen and laundry, in a clean, tidy and presentable condition, at all times, working within a team that promotes the wellbeing and respects the dignity of individual residents

Main Duties and Responsibilities:

1. Keep all allocated areas maintained to a high standard of cleanliness and hygiene.
2. Respect residents' furniture and possessions and ensure that the person in charge and the resident concerned are immediately informed of any breakages.
3. Respect residents' privacy with regard to entering rooms.
4. Report any defects in domestic equipment to person in charge immediately and ensure that a notice is placed on the equipment to alert others that the equipment is defective.
5. Keep cupboards and trolleys clean, tidy and stocked.
6. Be prepared to support the laundry department when required
7. Dispose of waste in accordance with The Organisation policies and procedures
8. Complete the cleaning schedule.
9. Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
10. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
11. Take part in staff meetings and in training activities as directed.
12. Take part in individual performance reviews as required.

No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.

PERSON SPECIFICATION

Job Title: Domestic Assistant

Competency	Performance Criteria
Professional Practice:	
Modelling best practice	<ul style="list-style-type: none"> • Demonstrate evidence of appropriate qualification to undertake the post • Know (or be trained to know) the correct techniques for carrying out these duties • Demonstrates care and compassion for, older people • Willing to undergo training • Awareness of cultural needs of individuals • Committed to person centred care
Decision making	<ul style="list-style-type: none"> • Report any significant findings or exceptions to Head Housekeeper
Health & Safety	<ul style="list-style-type: none"> • Ability to move and handle equipment safely • Knowledge and understanding of COSHH regulations • Application of H&S practices with particular regard to cleaning equipment
Interpersonal Skills:	
Teamwork	<ul style="list-style-type: none"> • Play an active role in creating a team working environment • Prioritise • General time management
Management of diversity	<ul style="list-style-type: none"> • Demonstrate awareness of different values/cultures amongst residents and staff
Effective communication	<ul style="list-style-type: none"> • Communication skills with different groups, e.g. staff, residents, local community
Self development	<ul style="list-style-type: none"> • Evidence of keeping up to date with related issues • Undertake relevant training
Personal Attributes:	
Mutual support	<ul style="list-style-type: none"> • Be aware of support needed by others • Consider how actions could affect others • Be prepared to give encouragement and help when needed • Offer help to other groups
Communication skills	<ul style="list-style-type: none"> • Explain things simply • Keep to the point • Style that is warm and friendly • Listens carefully and attentively
Interpersonal sensitivity	<ul style="list-style-type: none"> • Appearance to create confidence in residents and visitors • Respect the dignity and privacy of all contacts • Demonstrate a pleasant, professional manner
Team working	<ul style="list-style-type: none"> • Happy when working in a team environment • Promote harmony within the team • Loyal to the team as a unit

TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none">• Induction• Moving & Handling• COSHH Regulations• Basic Health & Safety• Fire Awareness• Adult Protection• Equality & Diversity• Infection Control• Knowledge of home's specialty, e.g. Dementia Care, Parkinson's Disease• Behaviour that challenges