

## JOB SUMMARY

<b>Post Title</b>	Domestic Assistant						
<b>Job Family</b>	Service Delivery	<b>Pay Range</b>	02	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	SD02
<b>Service Area</b>	Adult Social Care & Housing Needs						
<b>Line Manager</b>	<i>Penny Kershaw</i>						
<b>Location</b>	<i>Adelaide</i>						

**Job Purpose**

The post holder is a member of the care team. Working within your team you will undertake duties aimed at providing a clean, tidy, hygienic, and comfortable environment for Service Users.

- Job Context**
- Clean various areas of the home as allocated by the Manager or supervisor including Service Users' bedrooms, general and communal areas, e.g., corridors, lounges, toilets, and storage areas ensuring they are maintained in a comfortable and hygienic condition, involving Service Users where necessary and practical. Ensuring compliance with instructions issued by the Manager on the care and use of cleaning equipment, to give you the skills and knowledge to understand your role.
  - Responsible for ensuring cleaning materials are ordered and maintaining stock takes of all PPE and cleaning materials. Ensuring that Data sheets and Risk assessments are also reviewed and updated regularly. Working in line with the policy on Infection Control, according to your role. Maintaining a professional and hygienic appearance.
  - When necessary carry out kitchen and dining room activities such as laying tables and clearing away as required. Undertake other such duties as may be required by the Manager or Supervisor.
  - Attend training in how to use powered equipment including laundry and cleaning equipment and will undertake tasks which require manual handling of loads. Using hygienic and appropriate waste disposal systems.
  - Report to the Senior/Manager or the On-Call Manager all incidents/accidents whether they are to residents or staff during the period of duty. All staff must be familiar with the procedure to be followed in the event of the fire alarms sounding and be prepared to attend drills.

<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Reliable, responsible.	Proven ability to arrive to work on time and be flexible to meet working pattern for the operational needs of the service	<b>E</b>	
	Must have the ability to work under own initiative and as part of a team	<b>E</b>	
	Must be able to deal sensitively with residents, their families, and carers when in the home	<b>E</b>	
	Must be flexible to change ways of working when required by Management or when there are Government changes due to pandemic levels of infection like Covid 19	<b>E</b>	

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	Be willing to undertake healthcare needs training	<b>E</b>	
Evidence of practical experience in an appropriate work environment	<p>Knowledge of and commitment to equal opportunities and non-discriminatory practice</p> <p>Flexible in approach and non-judgemental, able to remain calm in a crisis, and able to re-appraise priorities</p>	<b>E</b>	
Safe and competent use of relevant equipment / tools.	Basic knowledge of COSHH	<b>E</b>	
Knowledge of relevant health and safety procedures.	<p>Must be able to identify and meet the needs of Infection Control in care settings</p> <p>Knowledge and understanding of E importance of Health &amp; Safety legislation</p>	<b>E</b>	
Ability to communicate clearly.	Must be able to communicate effectively	<b>E</b>	
Basic literacy and numeracy.			<b>D</b>
Basic knowledge of ICT systems.			<b>D</b>
Able to maintain accurate records as and when required.		<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.	Must either have Hospitality Qualification or be willing to work towards it		<b>D</b>
GCSE level qualifications or equivalent			<b>D</b>
<b>Other Requirements</b>			
<i>Enhanced DBS Check</i>			
<b>Organisation Structure</b>			
<ul style="list-style-type: none"> <li>• <b>Director of Adult Social Care &amp; Housing / Assistant Director</b></li> <li>• <b>Service Manager / Nominated Individual</b></li> <li>• <b>Internal Services Team Manager</b></li> <li>• <b>Registered Manager</b></li> <li>• <b>Deputy Manager</b></li> <li>• <b>Assistant manager</b></li> </ul>			