

Job Description

Job Title: Domestic Assistant

Department: Vista's Homes

Primary Objectives: To promote and maintain a high standard of cleanliness and hygiene in the Home.

Main Duties:

Individual Bedrooms

- 1) To maintain a high level of cleanliness throughout all the establishment.
- 2) To follow cleaning schedules and plans.

Communal Areas

- 1) To complete orders and give to Deputy Manager.
- 2) To operate mechanical cleaning aids such as vacuum cleaner, carpet cleaner, decontamination machine in accordance with operating instructions and safety guides ensuring they are safe to use, clean and defects reported.
- 3) To follow cleaning schedules and plans.

Health and Safety

- 1) To abide by Health and Safety Legislation, and to ensure a safe working and living environment, in accordance with Health and Safety Regulations.
- 2) To ensure safe use and storage of cleaning materials.
- 3) To report any faults or defects with equipment to the senior member of staff on duty.
- 4) To assist with moving furniture and equipment, following strict moving and handling instructions.
- 5) To assist individuals with mobility and movement, following moving and handling instructions, if required.

- 6) To understand and implement Fire Regulations and respond to all fire drills or real fire emergencies as instructed. To attend fire instructions and training events as required.
- 7) To undertake Health and Safety training and instructions as required, i.e. Moving and Handling, Infection Control, Safe Handling of Food, First Aid, COSHH etc.
- 8) To report any accidents or injuries immediately to the senior staff on duty and to take immediate action to ensure the safety of individuals.

General

- 1) To promote a quality service that meets the standards of Care Quality Commission and to abide by the Essentials Standards of Quality and Safety.
- 2) To respect the confidential nature of personal information, and to abide by the Data Protection Act 1998.
- 3) To actively protect and safeguard adults from abuse, prevent abuse from occurring, and report any suspected incidents of abuse, following Vista's Policy and Procedures and the local Multi-Agency Policy and Procedures for the safeguarding of adults against abuse.
- 4) To implement and abide by the Policies and Procedures of Vista.
- 5) To co-operate fully as a member of staff team and to ensure good written and verbal communication at all times.
- 6) To attend and participate in staff meetings. If it is not possible to attend a meeting, it is the responsibility of each member of staff to find out what took place and to keep themselves informed.
- 7) To participate in regular individual supervision meetings with the line manager and a regular annual appraisal of job performance.
- 8) To abide by all written or verbal instructions given by senior staff.
- 9) To participate in training and development events as appropriate and to take responsibility for personal development and learning.
- 10) To demonstrate a commitment to equal opportunities as it applies to individuals who live in the Home, the staff team and member of the wider community.
- 11) To participate in social and fundraising events to promote the work of Vista.

- 12) To work flexibly, be prepared to adjust timetabled hours, with due notice being given wherever possible, and cover for colleagues as and when required.
- 13) To carry out any other such duties as required that may reasonably fall within the scope of this post.

Resources (refer to Guidance Notes):

a) People

- 1) Responsible to Homes senior team.

b) Financial

- 1) To plan and manage stock control i.e. ordering of supplies.

c) Non-financial

- 1) To maintain equipment, furnishings and fittings to a high standard and report any defects.

d) Special Factors

- 1) To ensure safe disposal of clinical waster following Vista's Infection Control procedures.
- 2) In compliance with Vista's policy and procedure in moving and handling of inanimate objects i.e. beds, furniture etc.

Additional responsibilities

- 1) To ensure activities comply with current law
- 2) To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: JR/PS

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This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training	<ul style="list-style-type: none"> ▪ Willingness to attend training appropriate to the post. 		Interview
Experience		<ul style="list-style-type: none"> ▪ Previous cleaning or domestic experience. ▪ Experience of working with people in a care or health setting. ▪ Experience of working with people, with a visual impairment/dementia, either in a paid or voluntary capacity. 	<p>Application Form/ Interview/ References</p> <p>Application Form/ Interview/ References</p> <p>Application Form/ Interview/ References</p>
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Able to work on own initiative and also work effectively as part of a team. ▪ Good verbal skills. ▪ Ability to work supportively towards families of people who live in the Home. 	<ul style="list-style-type: none"> ▪ Knowledge of Health and Safety legislation. ▪ Knowledge of Infection Control procedures. 	<p>Application Form/ Interview</p> <p>Interview</p> <p>Interview</p>
Personal Qualities	<ul style="list-style-type: none"> ▪ Commitment to equal opportunities, and Vista's Statement of Culture, Values and Core Principles. 	Knowledge of moving and handling techniques and equipment.	Interview

