

## PARTNERSHIP OF CARE LTD

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Domestic Assistant
<b>REPORTING TO:</b>	Homecare Manager / Area Supervisor
<b>THE COMPANY:</b>	We are the largest independent provider of domiciliary care within the Caerphilly County Borough. We provide a range of services related to the home care duties. We were established in 2000. We work within a range of services including Domiciliary Care, Supported Living and Day Centre Activities.
<b>JOB PURPOSE:</b>	To undertake a variety of cleaning duties to ensure a high standard of cleanliness is maintained. Be committed to a high standard of service; be able to work on own initiative and to work as part of a team. Reliability, professionalism and trustworthiness are essential.

### SKILLS, KNOWLEDGE & QUALIFICATIONS

- Experience of working within a caring environment
- Genuine interest in working within a caring environment
- Ability to communicate effectively at all levels
- Team player
- Willingness to participate in Vocational Training Programmes e.g. Food Hygiene, Health and Safety and Moving and Handling
- Satisfactory Police Check and check against the ISA List (where applicable)
- Relevant Vocational Qualification (achieved / working towards) e.g. NVQ level 2
- Good time management skills and the ability to work under pressure
- Awareness of Health and Safety Issues

### MAIN RESPONSIBILITIES

#### Cleaning

- To use various cleaning equipment and materials to carry out the above
- To dispose of any litter and rubbish in the appropriate manner.
- Responsible for cleaning equipment.
- To ensure that a good standard of hygiene and cleanliness is maintained throughout the Clients Home, as set out in the care plan.
- To ensure all equipment used is well maintained and in good working order and to report any defects to the Registered Manager as required.
- To ensure that all rooms are properly cleaned and maintained throughout the house as required.
- To ensure the storage and use of all cleaning materials conforms to the Company's COSHH policy

#### Communication:

- Participate in Staff and Client meetings as and when required.
- Attend the office for formal supervision for a minimum of ½ an hour once every three months.

#### Training & Development:

- Maintain professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.
- Participate in relevant NVQ training to achieve required qualifications.

**Health & Safety:**

- Understand, and ensure the implementation of the Domiciliary Service's Health and Safety policy and Emergency and Fire procedures.
- Promote safe working practice at all times.
- Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.

**General:**

- Adhere to the policies and procedures of The Partnership of Care Ltd. (Copies of which are available for viewing at the companies head office).
- Staff are also required to adhere to the 'Care Council for Wales Code of Conduct' (A copy of which is included within the carer's handbook).
- Promote and ensure the good reputation of the Care Centre.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Ensure the security of the Care Centre is maintained at all times.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

**Partnership of Care Ltd reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility.**

**Person Specification**

<b>Skills Required</b>	<b>Level</b>	<b>How Identified Application form and Interview</b>	<b>Rank: E – Essential, D - Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general standard of education to include English and Maths</li> <li>• First Aid</li> </ul>	Application form Application form	E D
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a caring environment</li> </ul>	Application form / interview	D
<b>Knowledge / Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> <li>• Ability to work unsupervised and on own initiative</li> <li>• Knowledge of cleaning procedures.</li> <li>• Ability to undertake a full range of cleaning duties using electrical equipment.</li> </ul>	Application form / interview Application form / interview Application form / interview  Application form / interview	E E E  E
<b>Personal Qualities and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Committed to providing a quality service</li> <li>• Flexible and able to work various shift patterns</li> <li>• Have an understanding of and clear commitment to Health and Safety practices</li> <li>• Have an understanding of and clear commitment to Equal Opportunity</li> <li>• Punctual and reliable</li> <li>• Responsive the needs of clients</li> </ul>	Interview Application form / interview Interview  Interview Application form / interview Application form / interview	E E   E E E
<b>Enhanced CRB / ISA check will be carried out</b>			
<b>You will be shortlisted from the details written on the application form if you meet ALL the criteria ranked as E – Essential. If a large number of applicants are received, only those who also meet the criteria of D – Desirable and E – Essential will be short listed.</b>			