

## MEADOWS NURSING HOME

### JOB DESCRIPTION

**Job Title: Domestic Assistant**

**Responsible to: Registered General Nurse (Person in charge/daily basis)**

**Accountable to: Registered Home Manager**

### JOB SUMMARY

*To assist in the delivering of a high standard of cleanliness and environmental safety for persons living at and visiting Registered Settings/Care Homes of the Company, under the supervision of the Registered General Nurse, as person in charge on a daily, being Accountable to the Registered Home Manager; in such a way as to promote the health and wellbeing of all Service users at all times, and the reputation of the company, in a respectful and dignified manner.*

*To work within, and to, all policies & procedures of the company and the **Code of Practice of the Care Council for Wales**; also within the **National Minimum Standards and Regulations (Wales 2002)** of the **Care Standards Act 2000**.*

*To ensure your continued capability and competence to carry out your job role all staff are also expected to ensure their attendance at and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.*

*All staff must maintain appropriate status, fit for employment within the Criminal Records Bureau (CRB) system, throughout the period of employment.*

## **RESPONSIBILITIES**

### **General**

All staff have a responsibility to read and have a working knowledge of the policies and procedures of the company, as applicable to their job role; including the health and safety manual and retention and completion of their personal copy of the employee handbook.

All staff also have a responsibility to work within the **Code of Practice for Social Care Workers** of the **Care Council for Wales**, and ensure attendance and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.

Policy folders are located within the Home Managers office. All members of staff must adhere to these policies & procedures at all times, failure to comply will result in disciplinary action. The Registered Home Manager will clarify any points as necessary and notify all staff of amendments as they become operational.

### **Role Specific**

1. To work towards a cleaning plan throughout your shift, which will have been organised by the Registered Home Manager as the overall plan for the Care Home, including any additional duties which may have been identified by the Registered General Nurse on duty- as the **'Person in charge'** of the shift (on a daily basis).
2. To report any changes verbal/written to the state of the physical environment that may cause concern or is hazardous, to the person in charge and/or the Registered Home Manager if available or to the most Senior person in the building in their absence without delay.
3. To ensure that you are familiar with all Control of Substance Hazardous to Health (COSHH) guidance for the cleaning products that you are using, and how and where to safely use them within the Care home.
4. To participate in bi-monthly supervision and annual appraisal.
5. To attend **all** mandatory training and any additional training as identified via supervision or deemed necessary by the company; Including the intention to achieve NVQ level 2 in housekeeping/hospitality. Failure to attend identified or mandatory training will result in disciplinary action.
6. To attend Staff & Service user meetings and contribute ideas and suggestions, appreciating the diversity and equality of Service users within the Care Home and the staff who you work with
7. To maintain confidentiality regarding all matters relating to Service users, their care and welfare, the day-to-day running of the

establishment, and members of staff being honest, trustworthy, reliable and dependable Failure to comply will result in disciplinary action.

8. To uphold public trust and confidence in the Care Home and the Company including: maintaining a high standard of appearance and behaviour and complying with the uniform and dress code policy of the company
9. To work in such a way as to honour work commitments, agreements and arrangement to promote the health and wellbeing of Service users, and by declaring issues that might create conflict of interest or influence your judgement.
10. To be prepared to work in any area of the home or other homes/settings operated by the company as required by the management that are within your capabilities and scope of practice
11. To report any situations where there may be a risk of violence or aggression, or where Service users may be at risk, to the Person in charge without delay. To refrain from trying to deal with the situation on your own without seeking help from appropriate staff.
12. To be efficient in the use of all supplies and highlight deficiencies to the Person in charge and/or Registered Home Manager.
13. To be familiar with the fire policies, to know where the fire points are, to take part in fire training and fire drills.
14. To use personal protective equipment, (e.g. gloves, aprons) as supplied by the company, throughout your work practices. And to be fully aware of the companies infection control policy and the safe disposal of waste and contaminants
15. To report all accidents and to ensure that any accidents are recorded in the accident book.
16. To report any concerns or complaints raised by Service users, or their representatives, and direct any enquiries to the person in charge and/or Registered Home Manager in a responsible manner and in a timely fashion or to the most senior person in the home.
17. To be aware of the whistleblowing procedure and be committed to informing the Registered Nurse or Registered Home Manager where the observed practice of your colleagues may be unsafe or inappropriate
18. To be committed to protecting Service Users from Abuse, neglect, harm, exploitation or discrimination and to receive regular updates & training with regard to the principles and procedures of the Protection of Vulnerable Adults (PoVA) and the 'In Safe Hands' guidance and South Wales Adult protection procedures.

## **DUTIES**

1. To be familiar with the care plans of the Service users to ensure that their personal rooms are cleaned and furniture positioned to suit their individual needs under the direction of the Person in charge and/or Registered Home Manager, ensuring throughout your duties that you treat each Service user as an individual.
2. To ensure bedrooms and all communal spaces, including bathrooms and toilets are clean, free from hazards and ready for the Service users use.
3. To restock store cupboards and linen supplies as required under the direction of the Person in charge.
4. To clean up spillages immediately and inform the Person in charge of soiling by Service users, which may be detrimental to their health or due to a change in their health status.
5. To participate in major refurbishment or cleaning programmes as decorated by the Registered Home Manager e.g. spring clean, re-organisation of storage areas and on the vacating of a room on a permanent basis by a Service user, and prior to them returning to the home or moving in.
6. To maintain discreet observation at all times in order to safeguard the security, well-being and comfort of the Service users; including the summoning of help in an emergency situation and being aware of the name and location of the nominated First Aider and Fire Warden for your shift.
7. To support activities inside and outside of the home as required. To engage Service users in conversation and remain pleasant and courteous in manner at all times
8. This list is not exhaustive and on occasions you may be reasonably directed to undertake additional duties.

***Job Descriptions are always subject to review by the Registered Home Manager and any reasonable instruction not contained in the above description must be adhered to.***

### **Employee**

Print Name .....

Date .....

Signature .....

### **Line Manager**

Print Name .....

Date .....

Signature .....