

ST ANDREW'S HOSPICE **JOB DESCRIPTION**

Job title : Household Assistant
Department : Facilities
Reports to / Line Manager : Household Supervisor
Pay Range : 1

Purpose of Job

To contribute towards the maintenance of excellent standards of hygiene and cleanliness throughout the Hospice
To contribute towards achieving the aims and objectives of the Hospice

Main responsibilities

- To work as directed by the Household Supervisor
- Specific duties will be detailed in the cleaning programme, which covers all areas within the Hospice with the exception of the main kitchen
- To achieve the highest standards of hygiene and cleanliness at all times
- To observe all Health & Safety laws and regulations and follows all Hospice policies and procedures
- To maintain professional boundaries at all times especially when working in patient areas
- As a member of the Household Team, support colleagues through sharing and assisting in tasks where appropriate
- To work on a rota basis (including weekends) and be prepared to do additional shifts to cover absences
- Any other associated duties that may be required from time to time

Management of People

Direct: Nil
Indirect: Nil

Contacts & Relationships

Regular contact with Hospice employees, volunteers, patients and visitors

Resources

Nil

Person Specification

Qualifications

- No specific qualifications required.

Experience

Essential

- Previous experience in a cleaning role

Desirable

- Experience of working in a care setting

Knowledge/Skills

- Knowledge of COSHH and Health & Safety issues relevant to a care setting is desirable
- To be able to communicate effectively
- Possess and be able to demonstrate basic computer skills
- To understand the need for confidentiality in a care setting

Qualities

- Possesses the ability to work well in a team but also uses initiative when required
- Understand the need for professional boundaries especially when working in patient areas
- Has the ability to maintain excellent rapport with patients, colleagues and visitors to the Hospice
- The ability to make a positive contribution to the household team and to the wider organisation
- To consistently demonstrate a dedicated approach to the quality of patient services

General

To maintain confidentiality at all times.

Policies and Procedures – The post holder must carry out his/her duties with full regard to all relevant Policies and Procedures. The post holder will remain responsible and accountable to any professional body and professional code of conduct appropriate to the role.

Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Contribution and Development Review – The post holder should proactively assess his/her own development needs and seek out development opportunities, which will enable enhanced contribution to meet the objectives of the Hospice Business Plan, always following the 'Staff Development and Contribution' process.

Household Assistant

Equality and Diversity – The post holder must carry out his/her duties with full regard to the Hospice’s Equality and Diversity Policy.

Health and Safety – The post holder must carry out his/her duties with full regard to the Hospice’s Health and Safety Procedures.

The managerial and clinical philosophy of the Hospice is based upon a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate in this concept. The role of volunteers is integral with the work of St Andrew’s and paid staff are required to underpin this in their attitude and actions.

All staff must be sympathetic to and able to project the philosophy and concept of hospice care

The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.

St Andrew’s Hospice is very much a community and all members of staff are encouraged to support the various social and fundraising events which are part of it day to day life.

An extract from the summary of the Health & Safety at Work Act 1979 stated:-

“Employees at Work: It is the duty of every employee while at work to carry out their work in a manner which is safe and free from risk to the health of himself/herself and other persons who may be affected by his/her acts or omissions. It is an employee’s duty to assist and co-operate with his/her employer in complying with any relevant statutory regulations imposed on his/her employer”.

This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) “Manager” and the post holder. A job description review automatically takes place as part of the Contribution and Development Process.

<u>Signature</u>	<u>Date</u>
Prepared by	
Confirmed by.....
Received by.....
Name (Print).....