Job Description

Job Title:	Domestic
Directorate:	Adult Social Care and Health
Service Area:	Provider Services
Grade:	2
Competency Level:	1
Salary	£25,733 - £26,427
Job Type	Office Based
Location	Millvina House Dementia Nursing Home
Disclosure and barring service (DBS)	Enhanced DBS Adult Workforce, Neither Barred List
Job Evaluation Ref No	

Job Purpose

To work with vulnerable adults within a team setting providing flexible support to enable them to retain their independence for as long as possible by providing a clean-living environment. To adhere to the City Council's Policies and Procedures in line with the Care Home

Directly Responsible For:

Not applicable

Directly Responsible To:

Resource Manager

Main Areas of Responsibility:

- Cleaning of designated areas to ensure that they are maintained in hygienic condition, including polishing/dusting – cleaning paintwork, windows, hoovering and using cleaning equipment
- As instructed by the Resource Manager, carry out all general laundering duties including washing/ironing, folding of linen and garments
- Use of larger domestic type washing and drying machines and rotary irons
- Maintain laundry area in a clean and tidy state
- Kitchen duties – cleaning work surfaces/tables/chairs/crockery.
- Cleaning cooker/fridge and other equipment
- Cleaning hand basins /ensuite facilities and when appropriate to assist service users to clean their own rooms
- Be responsible for cleaning materials and household tools within the COHSS Regulations
- To be sensitive to the needs of service users and to respond appropriately.
- Ensure equipment is used in a safe and correct manner
- Ensure equipment is properly maintained and faults are reported promptly to the manager on duty
- To participate in personal development, training and supervision sessions.
- To be flexible and contribute to the ever-changing needs within this service as and when they occur
- As required work within a 7 day service 8am / 10pm on rota if required
- To work in partnership with or as part of an integrated team of allied health and social care professionals
- To carry out all duties in accordance with the City Council policies and procedures, including the promotion of anti-discriminatory practice and equal opportunities

Supervision and Management Responsibility:

- No supervision or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Lifting and using heavy operational equipment. Manual handling of loads. Standing for long periods

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1.**

The competency framework can be found here.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Willingness to undertake any training relevant to post (A/I)

Experience

Essential

- Experience of general domestic duties (A/I)

Skills/Abilities

Essential

- Awareness of Health and Safety working practices (A/I)
- Awareness of Control of Substances Hazardous to Health Regulations 2002 (COSHH) (A/I)
- Reasonable communication skills (A/I)

Commitment

Essential

- Ability to work alone and as part of a team (A/I)
- To participate in training and personal development plans as and when required (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Awareness of City Council's policy on Equal Opportunities and a commitment to anti-discriminatory practice

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level