

# Job specification

<b>Job title:</b>	Domestic
<b>Service:</b>	Heathside Residential Support
<b>Grade:</b>	G1
<b>Reporting to:</b>	Lead Support Worker and shift leaders

## Your job

In this role you will ensure that all areas of the home are cleaned to a high standard you will be responsible to ensure that all equipment is in safe working order and reporting any repairs or faults immediately.

You will be responsible for maintaining the general cleaning of the home in line with recognised standards and regulatory frameworks. You will follow cleaning schedules ensuring cleanliness and infection control standards are met throughout the home.

In your role as a Domestic you will engage with residents and be involved in cleaning their own rooms ensuring to protect residents' belongings and valued possessions.

You will be part of the team and encourage and engage with residents to maintain their skills and independence.

## In this job you will

On an on-going basis you will:

- ◆ Engage with residents with respect and dignity, considering individuals needs and wishes.
- ◆ Follow cleaning schedules to maintain high standards of cleanliness throughout the home.
- ◆ Always be alert to the home environment and clear spillages promptly.
- ◆ Maintain and ensure the building is safe and secure throughout the night.
- ◆ Complete daily schedules and documentation of housekeeping equipment including daily stock checks.
- ◆ Always be alert to the home environment and clear spillages promptly.
- ◆ Maintain accurate records on a daily basis.
- ◆ Have knowledge and understanding of health and safety requirements within a home environment.
- ◆ Support your colleagues and management team.
- ◆ Contribute and participate in team meeting and My Time / My Time Extra meetings and Team Time.
- ◆ Communicate effectively and liaise with residents, colleagues and the management team.

## In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ Excellent communication skills, both oral and written when engaging with residents with dementia.
- ◆ Complete cleaning schedules to a high standard.
- ◆ Effective interpersonal skills with residents, families and other professional colleagues.
- ◆ Demonstrate values and compassion in a dignified manner.
- ◆ The ability to work on your own and as part of a team and meet specified daily routines in a busy environment.

- ◆ flexible and meet the needs of the residents and service.
- ◆ Enthusiastic, motivated individual who is committed to engaging with residents.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough