

Job Title Domestic Assistant Role Profile

Service: Ascot Intermediate Care Unit
Band: Band 1
Reporting to: Deputy Manager and Senior Support Worker
Responsible for: N/A



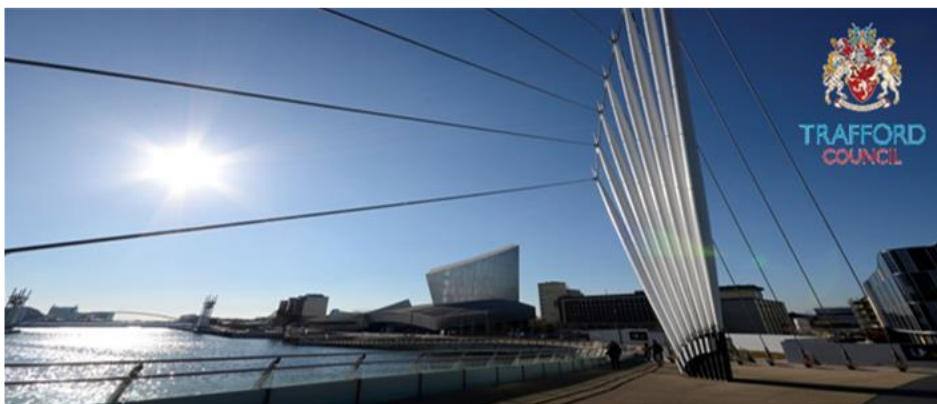
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

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

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- **To carry out cleaning tasks as specified in job description**

Key duties

- Cleaning of designated areas to ensure that they are kept in a hygienic condition.
- Operation of powered equipment including cleaning and domestic type laundry equipment.
- All duties must be carried out to comply with The Health & Safety at Work Act, Acts of Parliament, Statutory Instruments and Regulation and other legal requirements and Nationally agreed Codes of Practice which are relevant.
- To ensure documentation is completed and infection control measures are in place
- To work as a team to carry out daily cleaning tasks
- Understand infection control and measures required to meet the standards within a care setting.
- Support within the laundry and cleaning of kitchen areas

About You

Qualifications and Professional Development

- Secondary Education

Experience and Knowledge

- Have experience in cleaning and knowledge of working in a social care environment.

Ability to understand and work within Health & Safety Regulations.

- Follow and implement COSHH guidelines
- Understand the need to follow Risk Assessments for the task undertaken
- Have a knowledge of how fire safety is applied with in the environment you are working.

Skills and abilities

- Ability to work unsupervised and supervised.
- Understand and read guidance for the equipment you are required to use.
- Undertake all mandatory training and training identified by your supervisor that will enhance your skills.
- Have pride in your work
- Part of the role will be cleaning patient bedrooms you need to be able to socialise with the patients and this involves reporting concerns
- Understand Safeguarding and what action to take and when.
- General cleaning duties

Health and Safety

Able to operate safely within the workplace by identifying risk and using safe working practices and actions to minimise it.

Confidentiality

An understanding of the need to observe the Service's confidentiality policy.

Equal Opportunities

An understanding of the importance of the Equal Opportunities policy.

Training and Development

The ability to seek out and respond positively to development

To complete E-Learning training as well as on the job training including moving and handling, infection control

Special Conditions

- Basic or enhanced DBS required
- Politically Restricted
- Unsocial Hours/Weekend

Date prepared/revised: 21/03/2023

Prepared/revised by: Sue Burrell

Job Evaluation:

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.