



## COUNCIL OF THE ISLES OF SCILLY

### ROLE PROFILE

Role Profile					
Job Title	Assistant: Housekeeping & Domestic Services	Job No. (Office Use)		Grade (Office Use)	2
Business Unit	Services to our Community				
Team	Adult Social Care				
Reports to (Job Title)	Officer: Residential & Community Care Manager				
Suitable for Job Share (Y/N)	Y		If No state reason		
Location	Isles of Scilly		Shift Pattern	As required	
DBS check required	Yes				

<b>Job Purpose</b>	<p>The post holder will support the Services to our Community team to ensure the delivery of an integrated, evidence based wellbeing offer that promotes the welfare of the community and protects the vulnerable from harm. The post holder will contribute to a multi-disciplinary team that delivers positive outcomes in the lives of service users.</p> <p>The post holder (s) will be based at Park House residential home and will ensure high standards of comfort and cleanliness, creating a sensitive balance between clinical hygiene and a comfortable, homely environment. The post holder will enjoy working with older people and promote a cheerful and welcoming home for residents.</p>
--------------------	--

<b>Autonomy and Accountability</b>	<p>The post holder will be responsible for the thorough cleaning and presentation of Park House including resident's bedrooms and communal areas, kitchens, outside areas and will be required to undertake some basic maintenance and health &amp; safety checks and documentation.</p> <p>The post holder will ensure adequate stocks of linen and cleaning products.</p> <p>Amended</p>
------------------------------------	--

	The post holder will ensure adherence to Clean Care is Safer Care.
<b>Relationships and Communications</b>	<p>The post holder will have excellent skills in building trusting and positive relationships with residents, their families and other colleagues.</p> <p>The post holder will have knowledge of how to share information legally and professionally.</p>

<b>Management of Resources</b>	<p>The post holder will not have line management responsibilities.</p> <p>The post holder is responsible for the safe keeping and stock management of cleaning products and chemicals.</p>
--------------------------------	--

<b>Working Conditions and Demands</b>	<p>This is a 1.2 FTE post which requires working outside normal office hours to suit the requirements of the service.</p> <p>You will have a great deal of energy and enthusiasm to engage with service users and an ability to work on your own.</p>
---------------------------------------	---

<b>Experience, Knowledge and Qualifications</b>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience of housekeeping</li> <li>• Health and Safety Certificate</li> <li>• Understanding of Clean Care is Safer Care</li> <li>• Knowledge and understanding of fire regulations</li> <li>• Excellent communication skill.</li> <li>• Previous experience of working with older people</li> </ul>
---	--

<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> </ul>
----------------------------	---

	<ul style="list-style-type: none"> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>
--	---