**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NURSING HOME**

JOB DESCRIPTION

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| --- | --- |
| **JOB TITLE**  **RESPONSIBLE TO**  **HOURS OF WORK** | **: DOMESTIC ASSISTANT**  **: MANAGER / DEPUTY / NURSE IN**  **CHARGE**  **:** |

## Person Specification

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **Ability to be part of a team** | Essential |  |
| Operational knowledge of equipment | Essential |  |
| Physically able to do the job | Essential |  |
| **Positive attitude** | Essential |  |
| **Keen to learn** | Essential |  |
| **Reliable** | Essential |  |
| **Knowledge of dementia** |  | **Desirable** |
| **Knowledge of ‘Care of Elderly’** |  | Desirable |
| Understanding of residents’ rights |  | **Desirable** |

## Company Background

The Randolph Hill Group operates nursing homes offering long and short-term care to those with particular medical needs, especially frail elderly people. Each Home’s philosophy is to provide competent, skilled and empathetic individual care.

**The Company is committed to future expansion. Therefore each unit must operate on a professional business basis, maintaining budgeted profit margins.**

## Job Purpose

**To reflect the high standards of the company by keeping the nursing home clean, safe and free from smells**

**To make efficient use of cleaning materials and equipment**

**To uphold residents' participation strategy**

**To treat colleagues with respect and ensure teamwork is good**

### Main Duties and Responsibilities

To follow housekeeping instructions as laid down by the company and as directed by the Manager/Nurse in charge

**To uphold residents’ rights to privacy, dignity and choice**

**To operate tools and equipment in a safe, correct manner and display warning signs as appropriate**

**To report any damage to equipment, furnishings or fabric of the building as soon as possible to immediate superior**

**To become familiar with and use appropriate chemicals in correct strengths as instructed in the manual and to be economical in use**

**To keep furniture and carpets clean and free of odours**

**To maintain high standards of cleanliness to reflect the image of the company**

**To dispose of waste materials and rubbish as instructed**

**To report any discrepancies in stock control and inform the Manager immediately**

**To report any injuries, disease or dangerous occurrences to the appropriate staff member**

**To wear company uniform at all times when on duty**

**To wear and use protective clothing and equipment as directed and report any damage to superiors**

**To comply with all safe working policies and procedures**

**To attend training and staff meetings as requested by the manager**

**To become familiar with fire instructions/evacuation policies and procedures**

Main Duties and Responsibilities (cont’d)

**To become familiar with company policy and procedure regarding domestic duties, sick leave and annual leave**

**To read any notices displayed in the work area and to adhere to them at all times**

**To undertake any reasonable duties as directed by the manager/nurse in charge to ensure safe, smooth and efficient running of the nursing home**

**This job description indicates main duties and responsibilities of the post. It is not intended as an exhaustive list.**

**Please sign, print your name and date below to indicate your acceptance of this job description**

**Signature of Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_