

JOB DESCRIPTION



DIRECTORATE: Families and Wellbeing

SERVICE: Padgate House Intermediate Care

POST DETAILS:

Job Title: General Assistant

Grade: Grade 4

Location of Work: Padgate House

Directly Responsible To: Team Manager

Hours of Duty: Various

Primary Purpose and Scope of the Job: Assist as a member of a team, in maintaining agreed standards of hygiene and cleanliness within the establishment. Also as a member of a team, assist in providing the maximum quality of life for residents.

WORKING RELATIONSHIPS:

See Tasks: 6,7.

KEY TASKS AND ACCOUNTABILITIES:

1. General cleaning duties in the communal areas, and service user bedrooms, to the agreed standards and frequencies laid down in the schedule of the scheme, individual tenant support/care plans.
2. Assist in maintaining the agreed standards of hygiene laid down in Directorate procedures and as defined under current legislation.

3. Assist in meeting general aims of the home by liaising and developing relationships with residents.
4. Assist in the washing and cleaning of utensils, crockery and kitchen etc.
5. Assist in operating washing, drying and ironing facilities within the laundry. Support service users to undertake these tasks if, after assessment, laid down in individual care plans.
6. Enable residents to achieve their potential independence by undertaking simple tasks of personal care at a level agreed with the Centre Team Manager, e.g. assisting mobility and assisting with breakfast.
7. Undertake such other work as may be determined by the Head of Service and or Strategic Director from time to time, up to or at a level consistent with the principal duties and responsibilities of the job.

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description Prepared/Revised:

Prepared/Revised By:

Agreed Job Description Signed By Holder:

(To be signed only following appointment)

Date Job Description signed by Holder:
