**JOB DESCRIPTION**

**JOB TITLE** **Domestic Assistant**

**GRADE/BAND** AfC Band 2

**LOCATION** Across Trust sites

**RESPONSIBLE TO** FacilitiesService Managers

**ACCOUNTABLE TO** Assistant Director of Infrastructure: Facilities

**JOB PURPOSE**

To provide an efficient and effective service that is supportive to the wards, departments and non-clinical areas. Working to the National Standards of Cleanliness and Trust policies and procedures.

To provide a clean, safe and welcoming environment to patients, visitors and service users.

1. **Professional**

* Maintain a professional appearance in line with the Trust’s dress code.
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the role, maintaining public confidence.
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each person the post holder comes in to contact with during the course of their business.
* Always uphold the privacy and dignity of the client group and respect equality.

1. **Key Responsibilities**

* Mopping, scrubbing, buffing of floors, shampooing of carpets, vacuuming
* Damp dusting fixtures and fittings
* Cleaning of sanitary areas (toilets and bathrooms)
* Cleaning of ward kitchens and kitchen equipment
* Assist with the service of meals to patients, i.e., serving beverages and the collecting in of dirty crockery after meals
* Washing up of jugs
* Disposal and segregation of refuse
* Removal of dirty linen to disposal room
* Changing of beds and cubicle curtains in accordance with Health and Safety guidelines and procedures
* Bed making in Trust residences
* Cleaning of rooms/bed areas following an outbreak of infection

1. **Resources and Finance**

* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables during their business, ensuring minimal waste and minimal cost.

1. **Organisational Responsibilities**

* Always maintain the confidentiality of the Trust in respect of patient and staff information obtained and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
* All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:
* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
* Attending all mandatory safeguarding training in accordance with their role
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns.

1. **Personal Responsibilities**

* The post holder is responsible for taking reasonable care regarding themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

1. **Area of work**

* The post holder will be required to undertake training events at any site across the Trust.
* The post holder may be required to work on other wards/departments within the Trust at short notice to cover unplanned or planned sickness or to cover annual leave.

1. **Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date.
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s Knowledge & Skill Framework (KSF) and in agreement with their manager or immediate supervisor.
* The development plan will be reviewed each year.
* The Trust will aid and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan.
* If the post holder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity.
* To participate on the job training for personal and role development.

1. **Health and Safety**

* At all times work in accordance with Health and Safety regulations.
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy.
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer.
* Assist when required to do so in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which they come into contact with.  All staff are expected to respect the requirements of all Data Protection legislation as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopts a “bare below the elbow policy”. The Trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g., the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

**Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**Smoke Free Policy**

Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

* Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations.
* In the grounds and car parks of premises of Mid Yorkshire Teaching NHS Trust.
* In the entrances of any Mid Yorkshire Teaching NHS Trust buildings.
* In the immediate areas outside Mid Yorkshire Teaching NHS Trust.
* In vehicles owned or leased by Mid Yorkshire Teaching NHS Trust.

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing and the work of WYAAT and each individual trust, supports that ambition.

**THE MID YORKSHIRE TEACHING NHS TRUST**

**PERSON SPECIFICATION**

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| **POST TITLE: Domestic Assistant LOCATION: Trust wide** | | | |
| **Attributes** | **Essential** | **Desirable** | **Method of identification** |
| **Qualifications** | * Good standard of education in English and Maths | * NVQ 1 or 2 in support services/ Infection Control | Application  Interview |
| **Experience** | * Experience of communicating with individuals at all levels * Ability to work well as part of a team across the sites | * Previous experience in a domestic role * Previous experience or working in a healthcare setting | Application  Interview  References |
| **Knowledge and Awareness** | * Good understanding of the importance of confidentiality * Good understanding of high cleaning standards * Good understanding of Health and Safety | * Awareness of Moving & Handling issues | Application  Interview |
| **Skills and Abilities** | * Able to develop and maintain positive working relationships * Ability to work flexibly, quickly and accurately according to the needs of the service * Able to work to set deadlines with good time management skills * Maintain a safe working environment for self and others * Ability to understand and follow written instructions and methods of working | * Record of efficiency * Good communication and positive contributions to previous employment * Proven record of excellent organisational skills | Application  Interview |
| **Personal Attributes** | * Friendly and respectful of colleagues and service users * Willingness to complete on the job training for role and personal development |  | References  Interview |
| **Other** | * Able to satisfy Occupational Health screening |  | Application  OH Screen |