

ACCORD HOSPICE

JOB DESCRIPTION

JOB TITLE ASSISTANT HOUSEKEEPER

Job Identification

Job Title: Assistant Housekeeper
Responsible to: Senior Housekeeper
Department: Accord Hospice and other Accord properties
Last Update: February 2011

Job Purpose and Dimensions

To provide in-depth housekeeping duties throughout the Hospice and outlying properties i.e. Outreach and Hospice shops.

Dimensions

ACCORD Hospice – Consultant led unit
8 In-patient beds, 15 Day Hospice places
5 Community Palliative Care Clinical Nurse Specialists
Physiotherapy, Occupational Therapy and Lymphoedema Services
Patient & Family Support Service (social, spiritual and bereavement support)
Education Facilitator
Patient Transport Service (paid and voluntary)
Gleniffer Outreach
Hospice Shop

Organisational Position

Administrative Director
Finance & Support Services Manager
Senior Housekeeper
Assistant Housekeeper (this post)

Communications and Relationships

Communicate with staff, patients, relatives and visitors on a daily basis.

Knowledge, Training & Experience to do the Job

Understanding of work methods and schedules.
Understanding of correct use of equipment.
Understanding of infection control procedures
Job training and period of induction may be required.

Analytical and Judgemental Skills

Uses judgement skills involving straightforward job-related facts or situations.

Planning and Organisational Skills

Plan and organise straightforward tasks.

May be required to cover for staff on holiday or absence.

Physical Skills

Physical skills obtained through practice, experience or training.

Responsibility for Patient / Client Care

Provides general non-clinical advice, information and ancillary services directly to patients, clients relatives or carers.

Responsibility for Policy & Service Development Implementation

Follows policies in own role.

Responsibility for Financial and Physical Resources

Observes personal duty of care in relation to equipment and resources used in course of day to day work.

Responsibility for Human Resources

Provides advice or demonstrates own activities or workplace routines to new or less experience staff in own work area.

Responsibility for Information Resources

Records personally generated information.

Responsibility for Research and Development

May occasionally participate in surveys or equipment testing relevant to own work area.

Freedom to Act

Uses initiative within own work area and deals with matters independently.

Work is supervised and within well established procedures.

Physical, Mental and Emotional Effort

Physical

Ongoing requirement to exert light physical effort throughout shift.
Daily use of equipment – vacuums, carpet washers, steam cleaners and mops.
Daily use of washing machine and tumble drier.

Mental Effort

Concentration when using machinery / equipment.

Emotional Effort

Contact with seriously/terminally ill patients.
Exposure to distressed or bereaved relatives.

Working Conditions

Exposure to highly unpleasant working conditions within all patient areas in Hospice.
Dealing with patient's linen.
Cleaning patient toilet and bathing areas.

Main Tasks, Duties and Responsibilities

To maintain a consistent high standard of cleanliness within all areas.
Control of infection requirements must be adhered to at all times.
Adherence to approved methods of cleaning.
Use of protective clothing and gloves where appropriate.
Appropriate dress, appearance and footwear.
Good relationship with staff, patients, relatives and visitors.
Be aware of Hospice policies and procedures and carry these out as required.
Be aware of emergency procedures within the Hospice.
To keep up to date with all mandatory training e.g. Fire safety and Moving & Handling.
Understanding of Health and Safety at Work Act 1974.

Job Description Agreement:

Job Holder's Signature:

Head of Department Signature: