

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Provider Services – Support at Home / Bryn y Cae
<b>POST:</b>	Domestic Worker
<b>GRADE OF POST:</b>	GR01
<b>RESPONSIBLE TO:</b>	Residential Manager

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### **JOB PURPOSE:**

To undertake domestic duties within a Residential Home in line with current Health & Safety Regulations.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Cleaning work locations.
- Operating electrical equipment and mechanical cleaning and laundry equipment.
- Assisting with the serving of food, laying and clearing of tables.
- Completing appropriate paperwork where necessary.
- Participating fully in the rota.

### **GENERAL DUTIES**

#### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

#### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

#### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

#### **Review and Right to Vary**



This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **CRIMINAL RECORDS CHECK**

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

## Person Specification

### Domestic Worker

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>A good standard of education or an ability to demonstrate competence through experience.</li> </ul>		Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of domestic duties.</li> <li>Experience of working with older people and awareness of the importance of maintaining client's rights: choice, dignity, confidentiality.</li> <li>Experience of working in small and large teams.</li> <li>Knowledge of Health and Safety Regulations.</li> </ul>		Interview, application form, references and selection process.
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to relate with client group.</li> </ul>		Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Ability to communicate clearly and effectively both verbally and in writing.</li> <li>• Ability to demonstrate good organisational skills.</li> <li>• Ability to work flexibly and proactively</li> <li>• Ability to work within a team and on own initiative</li> <li>• An awareness of Health and Safety issues within the workplace</li> <li>• Ability to carry out safe health and safety practices</li> <li>• Commitment to personal development</li> <li>• Empathy to the needs of older people.</li> <li>• Ability to communicate through the medium of Welsh</li> </ul>		