

Job Description & Person Specification

Job Title	
Responsible to	Registered Home Manager
Responsible for	N/A
Department/Location	Strode Park House, Herne
Date/ Version	June 2022 V2
Purpose of job	The purpose of this job is to provide a support service to the care team ensuring that all areas of the home are kept clean and tidy at all times. Assisting with the preparation of meals and fluid intake ensuring that all service users' individual nutritional needs are met within the service on a day to day basis.
Key Responsibilities	<ol style="list-style-type: none"> 1. To ensure that the service user's personal space is kept in line with the personal choices they express and meets health and safety obligations of the home. 2. To ensure that all communal areas are kept clean and tidy in line with the Health and Safety policy operated within the home. 3. To assist service users at meal times in line with the dietary needs required and instructions from the Lead Care and Support Worker on shift. 4. To support each service user appropriately in respect of nutritional needs and choices. 5. To ensure that stock cupboards are kept clean and tidy with replenished equipment when required. 6. To assist service users to move safely in their everyday life within the home. 7. Carry out tasks according to COSHH requirements and risk assessments. 8. To support the aims and objectives of the Foundation and play a full and active part in working so that at all times this post is providing the highest standard of care to people who use our services. 9. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard. 10. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Expectations	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 3. Adhere to professional standards and legislation in relation to CQC. 4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation.

	<ol style="list-style-type: none"> 5. Develop positive relationships with colleagues and other key stakeholders. 6. Keep abreast of internal and external developments and respond accordingly 7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services. 8. Attend and contribute to staff training and any other training identified as appropriate for the role. 9. Contribute to making SPF an environmentally friendly workplace.
Person Specification	
Essential Criteria	<ol style="list-style-type: none"> 1. Basic education level to enable post holder to undertake Diploma 2. Must be able to read and write English and undertake simple Maths. 3. Able to be directed, in particular by our service users. 4. Be honest reliable and trustworthy. 5. Able to read and understand instructions especially the correct use of chemicals. 6. Be willing and interested in working in a caring environment supporting service users to live independently. 7. Have a supporting and caring attitude with a flexible approach. 8. Must be able to meet the working pattern demanded by the post.
Desirable Criteria	<ol style="list-style-type: none"> 1. Cleaning experience but not necessarily gained through employment. 2. Experience of working in Care sector
Signed (Employee)	
Print Name	
Date	