

JOB DESCRIPTION & SPECIFICATION	
HOUSEKEEPING ASSISTANT	
Location	Copelands, 97 Donaghadee Road, Millisle, BT22 2BZ
Project Remit	<p>Copelands is Belfast Central Mission’s flagship project, providing market leading care for Northern Ireland. It encompasses everything needed to create a genuine home from home where residents can enjoy a fulfilling life.</p> <p>Copelands comprises of six households, each with 10 residents. Each household has its own front door, kitchen and living area as well as access to a communal outdoor area. The home has been designed with the differing cognitive, social, and physical abilities of the residents in mind.</p> <p>Our aim is to provide the best possible care to frail older people, including those living with dementia. We promote the use of familiar and recognisable surroundings and activities to stimulate residents’ memories. Visual clues throughout the design help residents with recollection to avoid confusion and increased anxiety. Additionally, it creates opportunities for staff and residents to interact more easily in activities of daily living.</p>
Hours of Work	32 hours per week carrying out shifts over a 7 Day Rota
Salary	£11.554 per hour
Contract Type	Permanent
Pension	4% employer contribution (after 3 months of service)
Holidays	32 days annual leave per annum (including statutory holidays)
Sick Scheme	Statutory Sick Pay
Benefits	<ul style="list-style-type: none"> • Westfield Health Level 1 - Cash back plan • Westfield Health Rewards • Free meal (one meal per 12 hour shift) • Paid breaks • Uniform provided • Paid Access NI • Long service annual leave increments and scheme

Job Specification

Essential	
Qualifications & Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Good communication skills and ability to work as a team • Ability to use initiative to resolve issues and follow correct reporting procedures <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience in a similar role within a Residential Care/Nursing Home environment
Circumstances	<ul style="list-style-type: none"> • Ability to work on a rota basis (7-day week)
The successful candidates will require	
Access NI	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.

Job Description

Scope of Responsibility	As a Housekeeping Assistant your focus will be to ensure a high standard of cleanliness and hygiene is kept throughout Copelands including in residents' rooms.
Key Areas of Responsibility	<p>Housekeeping</p> <ul style="list-style-type: none"> • You will be ensuring that our resident's rooms are maintained to the highest standard of cleanliness and that such duties are carried out in a respectful and empathetic manner, according to resident's needs. • As part of the housekeeping team, you will be responsible for maintaining the cleanliness of all communal areas within Copelands, cleaning stores, toilets, bathrooms, and equipment (belonging to Copelands and/or to the residents). <p>Laundry Duties</p> <ul style="list-style-type: none"> • You will help to ensure that an effective system of collecting, receiving / redistributing laundry is in place to ensure that resident's/Copelands requirements are always met • You will ensure, when required, that all laundered items are dried, pressed, ironed, steamed, and folded. <p>General</p> <ul style="list-style-type: none"> • Your role will require you to adhere to our Health & Safety policy and procedure and where necessary, bring to the attention of management, any area, piece of equipment, standard or working practice, which does not meet safe standards.

	<ul style="list-style-type: none">• You may assist with serving meals to residents and to ensure all areas are clean and tidy after each meal.• You will help to maintain sufficient levels of cleaning supplies and equipment, and advise management on replenishing supplies.
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The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.