

ABBNEYFIELD WESSEX SOCIETY LTD

JOB DESCRIPTION

JOB TITLE: House Assistant

RESPONSIBLE TO: House Manager

MAIN PURPOSE OF THE JOB: to assist all residents to be able to live as independently as possible.

KEY DUTIES AND RESPONSIBILITIES:

1. Ensure that residents are looked after when in the communal area of the house including making and serving refreshments as required.
2. Assist the kitchen staff with service of lunch and tea and to clear away and tidy up afterwards.
3. Ensure that all communal parts of the house are clean and tidy including ensuring the house is sanitised on a regular basis using the fogging machine.
4. Assist residents with any household chores required including (but not limited to) laundry, making of beds, washing up etc.
5. Accompany residents to medical appointments, shopping or other outside appointments when required.
6. Be responsible for organising a programme of events for residents
7. If a resident is unwell, to ensure that they have everything they require.
8. Provide assistance with using any domestic appliances if required.
9. Wear appropriate PPE when required.
10. Assist the House Manager when required to do so.
11. Follow the procedures for arranging repairs or emergency assistance.
12. Maintain confidentiality for residents and volunteers information.
13. Attend training courses as required.
14. Any other duties which may be required commensurate with the grading of this post, which will include working 1 evening a month.

Duties of this post do not include any element of personal care as defined by the H&SCA 2008 (Regulated Activities) 2010.

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PERSON SPECIFICATION:

CRITERIA	HOW ASSESSED	ESSENTIAL	DESIRABLE
EXPERIENCE AND KNOWLEDGE			
Experience of working with older people in a residential setting	Application Form		*
Awareness of Health & Safety issues	Application Form Interview Questions		*
Awareness of confidentiality	Application Form Interview Questions	*	
SKILLS & BEHAVIOURS			
Caring nature with the ability to empathise with elderly people	Application Form Interview Questions	*	
Excellent interpersonal skills, able to deal sensitively and tactfully with colleagues, volunteers and residents	Application Form Interview Questions	*	
Ability to carry out all tasks to a high standard at all times	Application Form Interview Questions	*	
Ability to work as part of a team	Application Form Interview Questions	*	
Flexibility with hours worked which may include attending training and working outside of normal hours	Interview Questions	*	
Satisfactory DBS disclosure		*	
Full driving licence and access to vehicle	Interview Questions	*	