



## JOB DESCRIPTION

**Job Title:** Carer/Housekeeper

**Date of Analysis:** March 2021

**Location:** St Joseph's, Bolton

**Reports to:** House Manager/Carer

**Other regular relationships:**

Salesian-in-Charge

Salesian Community

Assistant Carer/Housekeepers

Cooks

Caretaker

External agencies

**Responsible for:**

N/A

### Overall Purpose of Job:

To assist in the provision and delivery of personal enabling care to elderly priests and brothers (resident confreres), integrating core care values within all activities, to ensure and actively promote the independence and dignity of those individuals through every care or social task.

To work effectively with others within the home to ensure that resident's needs are met and that the home meets the highest standards of hospitality and cleanliness at all times.

To support the House Manager/Carer in maximising the quality of life of every confrere living in the house and act as deputy to the House Manager/Carer when required.

To be supportive of the purpose and Mission of the Charity and to work within the spirit of the Salesian ethos.

### Key Responsibilities:

#### 1. Confrere Care and Support

- Actively participate in the provision and delivery of personal enabling care to confreres, being sympathetic to their spiritual needs and ensuring that their physical, social, intellectual and emotional needs are met and ensuring dignity, choice, independence and respect.
- Update and maintain electronic care plans for all confreres in conjunction with the House Manager/Carer ensuring attention to detail and effective communication of key information at handover.
- Participate in the running of a 'Well Man' clinic, which includes taking blood pressure readings, weighing and assessing dietary requirements (in consultation with the Cooks), as well as encouraging and assisting confreres in taking regular healthy exercise.
- Administer prescribed medication to confreres as directed and in accordance with the Province's medication policy.
- Carry out treatments as prescribed by the doctors or community health professionals, for example changing dressings, care of pressure areas, intravenous medication, post operative care, stoma care, etc. and undertake relevant training as necessary.
- In conjunction with the House Manager/Carer, continually monitor each confrere's health needs and care documentation ensuring relevant healthcare services are accessed as required.

- Assist with medical/paramedical appointments as requested.
- Encourage and participate with confreres in social, educational and recreational activities and enable their involvement in the home where appropriate.
- Assist the House Manager/Carer with the organisation of, and participation in, social outings and activities as required.
- Respect residents' participation in religious/liturgical programmes in accordance with the ethos of the Charity.
- Transport and accompany those confreres who need help to attend medical appointments, go on outings or attend social activities.
- Work flexibly, providing cover on a 24/7 basis with the care team, to cover any absence of the Salesian-in-Charge and/or House Manager/Carer. Undertake emergency on-call or sleep-in duties as necessary.

## **2. Environment**

- Provide hospitality services to residents and visitors, serving meals, snacks and beverages as required.
- Complete and maintain cleaning schedules for the entire home and ensure that all communal and private areas of the home are cleaned to the highest standard.
- Assist with deep cleaning duties on a regular, rotating basis.
- Ensure that resident's laundry is cleaned, ironed and stored away in a timely and tidy manner.
- Ensure sharps, medical waste, unused medication and contaminated objects are disposed of safely and in accordance with legal requirements.
- Maintain a high standard of hygiene within the home and adhere to COSHH guidelines.

## **3. Team Support**

- Work flexibly on a rota basis and assist with the provision of absence cover where possible.
- Monitor the use of supplies, equipment and resources on a regular basis reporting deficiencies to the House Manager/Carer in a timely manner.
- Work in an anticipatory manner, ensuring the smooth running of the home and care of confreres.
- Work within the spirit of the Salesian ethos to ensure that the atmosphere in the house is friendly and welcoming.

## **4. General**

- Maintain confidentiality at all times and act in accordance with Data Protection requirements.
- Deputise for the House Manager/Carer as required.
- Follow the appropriate risk management procedures for all treatments, activities and functions involving confreres and workers including those which may occur away from the house.
- Ensure compliance with the Province's policies and procedures relating to safeguarding, health, safety, welfare and security, food hygiene, environment, confidentiality and data protection, reporting any concerns to the appropriate person immediately.
- Communicate effectively with other workers, the Salesian community, community health teams, agencies, guests, suppliers and contractors.

- Answer the door and telephone as needed in a welcoming and attentive manner. Pass on messages promptly and provide refreshments/assistance when required.
- Participate in meetings, functions, training, professional development and other activities as required.
- Work flexibly in response to the changing needs of individual confreres and the local Salesian Community.
- Travel to other Salesian Community houses within the UK Province on an ad hoc basis.
- Undertake such other duties, commensurate with your post as may reasonably be required by your line manager.
- Work within the spirit of the Salesian ethos at all times.

The Salesians of Don Bosco UK is committed to promoting and safeguarding the welfare of children and adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and as such a satisfactory Enhanced DBS Disclosure with Barred List check will be required for the successful candidate.

This is a description of the job as it is at present, and is current at date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is conducted jointly with the Line Manager. Employees are expected to participate fully in the review and, following discussion to update the job description as is considered necessary or desirable. It is the Charity's aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on reasonable changes after consultation with the employee/s.