



*St. Francis Hospice Dublin*

## **JOB DESCRIPTION**

**(HOUSEHOLD ASSISTANT)**

**(FIXED TERM CONTRACT) (19.5HRS)**

**Job Reference:  
Issue Date: 2<sup>nd</sup> June 2021**

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## 1. JOB PURPOSE

The household assistant is responsible for the provision of household support in the IPU and may be required to provide assistance in other areas of the Hospice i.e. HDC and Laundry in order to cover sick leave and annual leave. The household assistant may be assigned other duties identified by your Line Manager/Nurse Management when required.

## 2. ACCOUNTABILITY

The position reports to and is accountable to the Director of Nursing/Assistant Director of Nursing or other designated officer in all matters relating to the job.

## 3. KEY DIMENSIONS

Direct reporting to the In-Patient Unit Managers

Key relationships that will influence the success of the role: Multidisciplinary Team Members, Staff Nurses and Healthcare Assistants.

## 4. OPERATING ENVIRONMENT

**Contractual Hours: 19.5**

**Hours of work:** A normal working day is from 8 am to 6 pm (9.5 hours). Details of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal hours.

**Location:** This position is based in SFHD; however, SFHD operates across two sites: Raheny & Blanchardstown. In the interest of patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Chief Executive Officer.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

**Garda Vetting:** The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

## 5. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME

**Salary Scale:** Department of Health - Consolidated Salary Scale (1<sup>st</sup> October 2021) – Household Assistant (Domestic Scale)

28,442.04	30,153.49	31,427.31	31,959.22	32,184.59	32,714.93	33,257.52	33,685.08	34,199.02
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>

**Annual Leave:** 23 days per annum pro rata.

**Pension Scheme:** SFHD will contribute 7% of the successful candidate's basic annual salary.

## 6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>HACCP/other appropriate food safety training</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working in a healthcare setting</li> <li>Good communication &amp; interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with industrial laundry equipment</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Full driving license</li> </ul>

## 7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The role of the household assistant includes but is not limited to:

1. Assist in providing a welcoming, friendly and professional environment in the In-Patient Unit.
2. Ensure that each patient, all family members, volunteers and staff are treated with the utmost dignity and respect.
3. Maintain a respectful, non-judgmental and caring attitude toward all patients, their families and friends.
4. Maintain strict confidentiality.
5. Be responsible for the kitchenette services requirements of the In-Patient Unit. On occasion, the household assistant may be required to cover laundry services.
6. Aware of HACCP food regulations and have the knowledge to comply with these regulations including temperature control.
7. Prepare stores list, collect stores and dinner menu from the main kitchen.
8. Check dietary requirements of patients and delivery meals to the patients ensuring that the trays are collected from the patient's room in a timely manner. Volunteer support is provided daily to the household assistant.
9. Ensure kitchen stores are rotated when collected daily from main kitchen.
10. When serving meals to patients, please ensure that they are in a comfortable upright position. If not, ask the Healthcare Assistant/Staff Nurse for assistance.
11. When assisting with meals, be aware of the individual dietary requirements of the patients and to be conscious of the possibility of food allergies and allergens on the menu.

12. Ensure all meals are covered when transported to the patient's room. If patient is asleep, remove meal from room and offer meal when patient is awake.
13. Serve small appetising meals, second helpings can always be offered. Ensure breaks in between courses for patients.
14. In the absence of a volunteer, please ensure patients bed tables are wiped down as required.
15. In the absence of a volunteer, please ensure that water jugs are checked and refilled regularly. In addition, offer patients ice and ensure they are within reach of the patient (if appropriate).
16. Inform your line manager if meals look unappetising.
17. Follow cleaning schedules and ensure accurate records are kept.
18. Ensure that the kitchen area is clean and tidy at all times.
19. Wash down all surfaces at the end of the day.
20. Be flexible regarding the roster and be available to work on either site as and when required by management.
21. Request duty and annual leave in a timely manner to ensure equity and that the service is covered at all times.
22. Participate in committees or on projects if requested to do so.
23. Assist with the induction of new household assistants when required.
24. Ensure that hair nets are worn in the kitchen at all times.
25. In the absence of volunteer florist, please remove and dispose of any dead flowers you see on the In-patient Unit.

***Please note: All relevant cleaning schedules and checklists to be completed and signed.***

**The Household Assistant is responsible for the following:**

***Kitchenette***

- Deep clean. Line manager will allocate a date for deep cleaning to be carried out.
- Microwave and fridge shelves to be cleaned daily.
- Clean the icemaker and plate warmer weekly.
- Tidy presses and drawers weekly.
- Clean teapots weekly.

***Family Room:***

- Check the room each morning ensuring that it is tidy and that all linen is sent to the laundry as required.
- Check the fridge and remove perishable goods.
- Change kitchen towels and dish cloths daily when family room has been used.
- Check the shower is clean and tidy.
- Replenish tea and coffee supply.
- Lock the door on leaving the room.

***Staff Room:***

- Check the fridge and remove any out of date items.
- Replenish tea and coffee supply.
- Change tea towels and dish cloths daily.

### **Health and Safety:**

1. To be aware of Health & Safety issues and to report to Line Manager as necessary.
2. To ensure the safety of yourself and other persons in the workplace, in line with the agreed policies of St. Francis Hospice and in accordance with the Health, Safety and Welfare Act, 2005.
3. To work in a safe manner with due care and attention.
4. To familiarise yourself with and follow Hospice Policies, Procedures and Guidelines.
5. All accidents/incidents to be reported on the day of occurrence to Line Manager. Relevant NIM's form to be completed on the day of occurrence.
6. To complete, date and sign schedule checklists in relation to HACCP, Cleaning and Health & Safety.
7. All damaged or broken equipment to be reported to Line Manager or Senior Nurse on duty.
8. To participate in mandatory training as required e.g. Manual Handling and Fire Safety.
9. To ensure the economical use of resources.

### **Personal /Educational Development:**

1. To undertake HACCP Training if not already completed and to undertake updates when required.
2. To learn required skills and to widen experience as appropriate.
3. To participate in In-Service Training Programmes.
4. To take responsibility for own personal development and continuing education.
5. To assist with the induction of new household assistants as required.
6. To undertake ongoing professional development reviews with the Line Manager.

### **General**

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

<b>Signature of Job Holder:</b>	<b>Signature of Line Manager or Designated Officer:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Date:</b>	<b>Date:</b>

***This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined in consultation with the post holder and the Director of Nursing.***