

Leeds City Council

Job Description

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| Job Title: | Tele Care Domestic Assistant | Salary | £12,614 to £13,321 |
| Service Area: | Tele Care – Assistive Technology Services | Grade | A1 |
| Directorate: | Adult Social Care | Date: | March 2014 |
| Responsible To | Operational manager and Tele Care Team Manager | | |
| Responsible For | N/A | | |

CORE VALUES, AMBITIONS AND GOALS

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of;

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

Our Vision

Our vision is “Better Lives for People in Leeds”.

Our goals

“Better Lives” is about a range of positive changes we are working towards in Adult Social Care over the next few years to improve the lives of people who use care and support and wider services in Leeds.

This can be divided into three main strands:-

Better Lives through enterprise – stimulating the social care market and increasing social capital to increase the range of choices for people

Better lives through Housing, Care and Support – working to ensure that people can stay living in their own homes as long as possible

Better Lives through integration – Adult Social Care and Health services working more closely together to support people

Job Purpose: The main purpose of the job is to have the knowledge and skills relating to individual items of equipment to ensure they are all cleaned to an acceptable high standard and that they are in a serviceable condition prior to re-issue. To ensure that the service accommodation is also clean and presentable.

To undertake and be responsible for the standard of cleaning required with specific duties, responsibilities and knowledge relating to individual items of equipment which has been issued, used by customers and returned to the Service and to ensure they are of an acceptable high standard to be re-issued for use by another customer.

RESPONSIBILITIES

- Responsibility to ensure correctly protective clothing and footwear are worn as directed by the Infection Control Nurses and Health and Safety Policies.
- To have the knowledge, skills and capability to identify and use the different chemicals required to enable the cleaning of the various items of equipment and the cleaning of the service building.
- Responsibility for lifting, moving and storing equipment safely within the cleaning and main stores area whilst observing the Moving and Handling regulations.
- To assist the installation staff in removing equipment from vehicles on their return to the service if own workload allows.
- To dismantle equipment prior to cleaning, removing any parts that can harbour foreign bodies or that require intensive cleaning.
- To load and unload appropriate equipment into and out of the wash unit.
- To have the ability to clean complex specialised items of electrical equipment and to dismantle and remove any parts to enable cleaning to be undertaken.
- To hand wash items of equipment and removable parts which cannot be cleaned in the wash unit to the standard as determined by the Infection Control Nurses or to the manufacturer's instructions.
- To operate the washing machine for items of equipment which require cleaning by this method ensuring to follow manufacturer's instructions for both the washing machine and the items of equipment.
- To operate the drying machine/dehumidifier for items of equipment that drying by this method ensuring to follow manufacturer's instructions for both the drying machine and the items of equipment.
- After equipment has been cleaned and dried the items are to be reassembled, inspected, bagged and instructions supplied (where possible) and the decision made as their suitability for re-issue. Complex specialised equipment to be reassembled but will then be inspected by the other appropriate teams.
- When the decision has been made to the suitability of the items the correct acceptance or rejection procedures are to be adhered to.
- To advise the Senior Storekeeper Clerk of any problems relating to equipment, machinery or cleaning area issues.
- To inform the Stock Control staff of any stocks of cleaning materials required whilst ensuring adequate supplies are available to continue the service.
- To ensure daily maintenance undertaken of the various items of machinery used to wash and dry the items of equipment.
- To support a flexible approach to service workload requirements.
- Maintain appropriate records and files, both manually and on the computer system
- To receive telephone information from customers and family member and to pass on information to the relevant team.

- Keep warehouse area clean and tidy
- To work with Leeds Equipment Service within the new warehouse

Economic Conditions:

Annual Leave: 24 days per annum plus 8 statutory holidays (pro rata for part time employees). An additional 4 days leave is given after 5 years continuous service.

Hours: 37 hours per week - Normal office hours are 8:30am - 5:00pm Monday - Thursday and 8.30am - 4:30pm on a Friday.

Flexible Working: A range of flexible working options are available subject to approval of a business case

Conditions of Service: NJC Terms and Conditions apply. Some locally negotiated agreements may also be in place.

Equality & Diversity: Within the Council this is about making sure that everyone can fully join in the social, cultural, political and economic life of the city. The City Council is committed to its value of Treating People Fairly; this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, and marital status, responsibility for dependants, trade union activity or for any other unfair reason.

Health & Safety: The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values. As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn't contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be "Happy, Healthy and Here". We expect all employees to contribute to their own individual safety and well being and to that of others who may be affected by their actions.

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression within the Council. Any subsequent vacancies will be filled in compliance with agreed Council procedures.

Training: The Council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

Qualifications:

Relationships The post holder will work as part of a team within a health and social care setting, maintaining effective relationships with other colleagues, Elected Members, service users, families, carers and other agencies.

Physical Conditions The post holder will be based at a central office, currently in Cross Green with plans to move to the AT Hub in Clarence Dock. The post holder may be required to visit other council buildings. The post holder may be required to be based at another location within the Leeds boundary. Leeds City Council operates a no smoking policy.

SPECIAL CONDITIONS:

Job Description Content Prepared / Reviewed by:

Name Katie Cunningham
Designation Service Manager

Name
Designation

Date: November 2013

Date:

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates will only be short listed for interview if they can demonstrate on the application form that they meet all the essential requirements. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

| Skills required | MOA |
|---|------------|
| Ability to use computer logistic systems and email and bar coding equipment | A/I |
| Ability to organise and prioritise workload | A/I |
| Ability to maintain records accurately and to complete forms fully and legibly | I |
| To respect the need for confidentiality | A/I |
| Ability to use own initiative and work independently | I |
| Good communication skills verbal, written and in person | I |
| Ability to follow and understand manufactures' information regarding equipment. | A/I |
| To maintain the service building restroom to an acceptable high standard of cleanliness, replenishing all cleaning materials used there as and when required. | A/I |
| To maintain the toilets to an acceptable high standard of cleanliness, replenishing all toileting materials used there as and when required. | I |
| To vacuum and polish the offices to an acceptably high standard. | I |
| To ensure own working area is maintained to an acceptable high standard of cleanliness, including all racking and storage surfaces. | I |
| Knowledge required | MOA |
| Of the requirements of policies, procedures and staff instructions, including responsibilities under the Health and Safety, and COSHH regulations and policies. | A/I |
| Experience required | MOA |
| Previous work experience of clerical/administrative duties | A |
| Of using a range of computer operating systems | |
| Behavioural & Other Related Characteristics required | MOA |
| Abide by the Council's Equality and Diversity Policy in the duties of the post, and as an employee of the Council. | A/I |
| Carry out all duties having regard to an employee's responsibility under the Council's Health and Safety and Safeguarding Adults policies and procedures. | A/I |
| Willingness to actively participate in training and development activities to ensure up to date knowledge and skills. | I |

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| Knowledge of the problems of disadvantaged groups. | I |
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PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

| Skills required | MOA |
|--|------------|
| Ability to use the various machinery to maintain the cleaning and drying of equipment. | I |
| Ability to use the various machinery to maintain and clean the service building. | I |
| Knowledge required | MOA |
| Knowledge of Telecare | I |
| Of Social Alarm services and Telecare / Preventative Technology | A/I |
| Machinery knowledge and skills | A/I |
| Experience required | MOA |
| Of working as a member of a team | A/I |
| Of working with a range of agencies | I |
| Machinery knowledge and skills | A/I |
| Behavioural & Other Related Characteristics required | MOA |
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