

JOB DESCRIPTION

**Job Title:**  Day Service Assistant – Infection Prevention Control

**Reports To:**  Day Service Manager

**Location:** Thornage Hall, Thornage, Holt, Norfolk.

**Date:** 25th March 2021

# THORNAGE HALL – CAMPHILL COMMUNITIES EAST ANGLIA

Thornage Hall Independent Living aims to provide a meaningful supported living and working environment for its adult members, some of whom have additional needs. In addition to a range of work opportunities, social, artistic and therapeutic activities are an integral part of life, where everyone participates to the best of their abilities. The community is situated on the edge of Thornage village in 70 acres of grounds set in the attractive North Norfolk Countryside.

# ROLE PURPOSE AND SCOPE

The key areas of responsibility will be for ensuring the day services users are signed in each day in accordance with our Safe Systems of Work, ensuring the day service provision is kept up to an exceptional standard of cleanliness on a daily basis and supporting workshops where required.

**ROLE DIMENSIONS**

**Quality & Compliance:**

* To follow all Thornage policies and procedures to ensure that all necessary paperwork relating to Infection Prevention Control is kept up to date.
* To promote a safe working environment by following all health and safety procedures, ensuring all necessary risk assessments and infection prevention control measures are implemented.
* To ensure the protection of all vulnerable adults within the community and follow Thornage safeguarding vulnerable adult policy.
* To work in accordance of any regulatory and/or quality frameworks adopted by Thornage Hall.

**Supporting Service Users:**

* Take the lead on signing service users in each morning, ensuring paperwork is correct.
* Taking and recording each service user’s temperature and reporting any concerns to the Day Service Manager.
* Ensure service users have the correct PPE in place before directing them to the cloakroom area and then their workshop.
* To be assessable and approachable to service users and be sensitive to their needs.
* Assist with the sign out of service users at the end of the sessions.

**Day Service Activities:**

* Support service users in workshops as directed by the Workshop Leader or Day Services Manager.
* To contribute to service users person centred plans and provide emotional and practical support (including help with personal care) to enable them to participate within Day Services.
* To work flexibly across all day service activities to cover staff absence and provide additional support when required in workshops.
* To work as part of the day service team.
* To work alongside and support volunteers in their role within day services.

**BEHAVIOURS:**

The CQC has a Code of Conduct which we expect all staff to follow.

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| **SAFE** | **EFFECTIVE** | **CARING** | **RESPONSIVE** | **WELL LED** |

1. Be accountable by making sure you can answer for your acts and omissions.
2. Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all time.
3. Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.
4. Communicate in an open and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers.
5. Respect a person’s right to confidentiality.
6. Strive to improve the quality of healthcare, care and support though continuing professional development.
7. Uphold and promote equality, diversity and inclusion.

**Building on these we have developed a set of expectations that we expect all team members to demonstrate:**

Managing self:

* Take care of your own well being.
* Manage yourself and your emotions.
* Share your knowledge and experience.
* Use appropriate language when communicating to others to ensure they understand.
* Be decisive.
* Be positive – focus on what you can do and why something will/could work.
* Actively seek feedback and act on it (where appropriate).
* Know when to step in and do it yourself and when to leave others to have a go.
* Be self-aware: know your strengths and development needs and look for ways to develop.
* Be visible.

**SAFETY**

**Health & Safety at Work Act**

The job holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to co-ordinate with management in the promotion and maintenance of health and safety measures.

**SIGNATURES**

Jobholder Name …………………………………………………..

Signature …………………………………………………. Date ………………..

Managers Name ………………………………………………….

Signature …………………………………………………. Date ………………..

**PERSON SPECIFICATION**

**Job Title: Day Service Support – Infection Prevention Control**

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| **ATTRIBUTES** | ESSENTIAL CRITERIA | **DESIRABLE CRITERIA** | **DEMONSTRATED BY** |
| **Experience** | * Good understanding of Infection Prevention Control * Patience, understanding with an ability to listen and respond fairly * Understanding of ‘Duty of Care’, confidentiality and health and safety issues * Proactive, self-managing and self-motivated * Ability to work in a team |  | Application, Interview or exercise |
| **Knowledge** | * Awareness of data protection and need for confidentiality |  | Application, Interview or exercise |
| **Skills** | * Able to take charge of coordinating and monitoring of cleaning schedules * Calm under pressure * Excellent organisational skills * Accurate record keeping * Ability to take a problem solving approach | * Experience of auditing records * Good IT skills | Application, Interview or exercise |
| **Value and Behaviour** | * Proactive and self-motivated with the ability to remain calm and supportive of others * Positively engages with others in helping them to support tenants * Personal credibility * Acts with integrity, honesty and respect for others * Ability to build caring yet professional relationships with other staff * Engaging, warm and welcoming * Loyal, diplomatic and confidential |  | Application, Interview or exercise |
| **Other Information** | * Ability to accommodate the demands of the post through flexible working as required. * Willing to undertake a DBS |  | Application, Interview or exercise |