

Housekeeping Partner

Registration Date: Jan 2016

Location:	Aged Care Services
Agreement/award:	Baptistcare Residential Enterprise Agreement
Classification:	
Contracted hours:	Varied
Responsible to:	Manager Residential Care
Positions under responsibility:	Nil

Role

Working as part of a multidisciplinary team, this position provides a range of high quality person-centered services to enhance the well-being, comfort and enjoyment of residents with a particular emphasis on food and beverages and contribution to a comfortable, clean and homely environment for our residents.

Working closely with kitchen staff, the position serves meals and beverages to all residents of the Facility, cleans kitchen and meal areas, maintains and uses equipment effectively and ensures compliance with food safety requirements. The role also completes laundry and house cleaning tasks.

In fulfilling this requirement, this position will contribute to the physical and emotional wellbeing of residents by partnering with residents to be involved in household tasks as meaningful life activities.

Duties and Responsibilities

Service Delivery and Making life meaningful

- Ensures the house is kept clean and tidy through the undertaking of pantry, laundry and cleaning duties, in accordance with shift guidelines.
- Liaises with the multidisciplinary team to modify and adapt household tasks to meet individual resident needs to use their abilities and enable their safe and active participation in tasks that provide a sense of purpose.
- Actively supports residents to assist with pantry, laundry and cleaning tasks as above.
- Uses flexible and creative approaches with residents to meet duty of care whilst supporting residents' rights to exercise maximum choice and control during household activities.
- Actively supports residents to build mutually beneficial relationships with other residents for the purpose of companionship during household activities.
- Supports residents to follow infection control and other relevant safety practices.
- Ensures residents are supported to be actively involved in the serving of meals and beverages, including having the opportunity for choice, and in accordance with individual

resident's care plan, including modified foods and fluids.

- Ensures the regular replenishing of supplies from the storeroom.
- Ensures items that are accepted by the laundry are suitable to be placed in the equipment/machines.

Communication and relationships

- Optimises resident cooperation by actively building trusting relationships with individuals that are based on dignity and respect.
- Understands the life histories of individual residents and actively seeks new information that is shared with colleagues.
- Communicates respectfully with residents at all times at a level that is appropriate to each individual's strengths and limitations.
- Monitors residents for signs of ill-being and ill-health and reports to nursing staff.
- Encourages and supports family participation in the everyday life of their family member and the facility as they pertain to household activities.
- Liaises with the volunteer coordinator, acknowledges the contribution of volunteers and supports them in their work.

Best Practice & Teamwork

- Complies with food safety requirements and documents into the relevant forms and electronic systems.
- Safely uses and maintains relevant equipment and resources.
- Ensures equipment is used for its designated purpose and according to its operating instructions.
- Ensures that all chemicals used are on the approved Chemical register.
- Keeps all equipment and aids clean and stored in the correct manner.
- Ensures all faulty equipment is reported to the Manager Residential Care.
- Ensures familiarity with machines and correct use.
- Maintains effective Infection Control measures in accordance with policies and practices.
- Maintains confidentiality.

Accreditation and continuous improvement

- Follows policies and practices to assure regulatory compliance in accreditation.
- Actively contributes to the continuous improvement system.
- Responds in an efficient and professional manner to any quality issues. If unable to resolve, seeks direction from the relevant party.

Other

- Attends and participates in staff meetings.
- Participates in training and development activities.
- Ensures compliance with Baptistcare policies and practices.
- Maintains a safe work environment and ensures regulatory compliance in relation to Work Safety and Health in accordance with Baptistcare's safety policies and practices. This includes hazard and incident reporting.

Skills, Attributes and Experience

Essential

- Ability to complete a busy and physically demanding workload and respond to changing priorities.
- Demonstrated ability and willingness to follow written and verbal instructions.
- A high level of comprehension and attention to detail.
- Good time management skills.
- Personable, with a genuine empathy and enjoyment of working with people who are aged.
- Works well in a team environment.
- Ability to engage residents through a person-centered approach to care and support.
- Good understanding of Occupational Safety and Health principles.

Desirables

- Previous experience in a similar role.
- An understanding of food safe principles.

Conditions of Employment

- National Police Certificate.

Registered by Human Resources:

Human Resources