

Saint Joseph's Shankill; dedicated to dementia care  
Cringen Lane  
Shankill  
Co Dublin



## Household Assistant Job Description

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Agency: Saint Joseph's Shankill  
Post: Household Assistant  
Department: Household Department  
Reports To: Household Manager

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Hours of work: 78 hours per fortnight (Permanent)  
Or  
Hours designated by annual leave, maternity leave and days off (Relief)

### HOUSEHOLD

'A spontaneous, warm, loving person who can connect with people and change the moment.'

A major part of your role as household will be to actively involve residents in everyday domestic living, creating meaningful occupation & activities. Leaving routines and tasks behind the day will be relaxed, unfolding minute by minute. The normal 'jobs' of the day that ensure the environments are clean and pleasant to be in will be completed each day but at a time that suits the residents, not a time dictated by routines and lists.

Each house will have a team of 'Household'. Your aim as a team is:

'To make your house a home, enable your 'family' to relax, be themselves and together celebrate their life'

The following is intended for the guidance of the person assigned to the post but is not an exhaustive listing of the duties associated with the post.

- Household assistant will come to work to their house & will work as a team with all other staff within that 'house'
- Staff will be allocated a house – all staff will be matched according to the personality, strengths and skills they have
- The Household assistant will play a lead role in meaningful occupation/interactions and positive meal time experiences
- The Household assistant will be responsible for the bedrooms of the residents who live in their house
- Staff will no longer come to work in the kitchens to prepare teas – this role will be undertaken by a member of staff in each house, involving residents as much as they are able/want to
- To be able to identify signs of 'well-being' and 'ill-being'
- To meet and greet residents as they come into their house
- Orientate people to their environment and areas of need: i.e. hand washing facilities, location of toilets

Once a resident is 'at home' you will focus on providing the means, opportunity and support to:

- Prepare and enjoy their breakfast, tea and other snacks and drinks
- Help the person to do domestic tasks – polishing, dusting, laying tables, folding linen, washing up, making and serving tea. These are some of the 'tasks' that will be stored deep in the memory, as we have done them for most of our lives
- Involve residents in the daily running of their community, which involves washing up, cooking, putting the laundry away etc.
- Ensure meal times are a social occasion in the care home and these must involve all staff within each house [including household] – meal times will take as long as they take – the preparation before meal times is essential, creating the atmosphere with smells and tasters
- Facilitate 'activities'. This will always come before 'tasks and lists of things to do'. Everyone who works in the community must be able to make the most of the time they have to provide positive social interactions and engage people in meaningful activities/occupation, using your imagination
- Maximise the use of 'stuff' around the house to engage residents with daily domestic chores and activities of interest
- Ensure the kitchen area in your house is well stocked with food and drinks – this will not only be your responsibility but you are in a position to co-ordinate this
- When the time is right and the house is busy [when care staff are present] liaise with the other household staff and complete the daily required activities in the bedrooms and communal areas – residents must also be included in these activities if they express an interest

- To co-ordinate the preparation of 'teas' – we anticipate that at times 'teas' will be prepared in one of the main kitchens, with residents at times [if this is appropriate]. Teas will be prepared and the menu will be dictated by the people living in the particular house as opposed to set rotations of menus.

### ***What You Can See;***

You can see ordinary life going on with people involved in a kitchen area; making drinks or snacks or washing up

You can see people living in the home are busy and involved in everyday domestic tasks – dusting, polishing, cleaning shoes, cleaning windows, vacuuming, folding laundry, etc.

Those residents who are happy to 'be' are seen sitting, with boxes of stuff around them if they wish to rummage

The television is only on if people wish to watch a particular programme/film – not as a background noise – soft, calming music will often be heard playing

Everyone looks like 'best friends'

### ***The New Culture;***

Daily life in the care home must be made up of little or no routine – this is the major shift from 'task based' care and support. People are free to get up when they want, eat where and when they want, make drinks and snacks when they want – this is key

The care home community runs over 24 hours and this must be reflected in the principle that specific 'tasks and lists' will no longer only fall on a certain group of staff

True person centred care, engaging people to run their own community is dynamic and will go through good and bad times. This is realistic and acknowledges that perfection is not always achievable on a day-to-day basis. When people live and work together, you move away from idealistic ways of evaluating - the day will have a 'free flow feel' to it and the pace of the day will be controlled by those living in their community.

This approach to care and support is diverse and actively embraces difference and equal access to resources and opportunities in all aspects of life within the community. It fosters peace, equality and inclusion.

### **Responsibilities and Duties:**

- Cleaning floors, damp mopping spillages, scrubbing and suction drying. Stripping and sealing floors and buffing.
- Damp dusting furniture, fixtures and fittings including door areas and glass.
- Emptying and cleaning bins and ashtrays. Waste disposal.
- Cleaning kitchens, communal areas, offices, clinical rooms, bedrooms, bathrooms and toilets.
- High level dusting.
- Operate the laundry ensuring all cloths and clothing are marked, washed, dried, ironed and returned to correct persons.

- Assist with room/function/conference set up
- Using kitchen equipment i.e. dishwasher, toaster, water boiler etc.
- Ensuring food and machinery i.e. fridge, dishwasher temperatures are checked and recorded.
- Working in the main kitchen (wash up)
- Your clothes and shoes to be kept clean and in good repair.
- Use P.P.E. provided to you.
- Be flexible when required
- Ensuring the observance of all safety measures, bearing in mind the Health and Safety at Work Act.
- Daily reporting of maintenance to Household Manager
- Carrying out such other domestic duties as may be required by the Manager.
- The post holder must maintain the confidentiality of information about patients, staff and other Saint Joseph's Shankill business.
- Any incident, i.e. noise, breakages, damage to the rooms etc. or equipment stolen are reported immediately to the Manager.

#### **Other**

- To participate in staff development and in-service training relevant to the post as may be organised from time to time.
- To be fully familiar with the terms of the Safety, health and Welfare at Work Act and all relevant policy documents of the Order i.e. Employee Handbook, Safety Statement, Guidelines for Investigation of Allegations of non-Accidental Injury and Abuse, etc.
- To respect and operate within the framework of the tradition, character and ethics which govern the work of the Hospitaller Services of St. John of God.
- To ensure that all departmental reports and Centre records are confidential to the service at St. Joseph's Centre and to maintain confidentiality in respect of matters which come to your knowledge in the course of your official duties.
- Saint Joseph's Shankill has a strong commitment to volunteering. Volunteering is a two-way process which benefits volunteers and the organisation. The volunteer team make moments matter for the people in our care and complements the care provided by our dedicated staff. Your role will involve engaging with and supporting our volunteer team.

This job description will be subject to review in light of experience and/or changing circumstances and will include other duties appropriate to the post as may be reasonably determined by the Director of Service or the designated nominee.