Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

JOB DESCRIPTION

Job title	Caretaker		
Department	Social Services		
Location	MTCBC Registered Care Homes		
JE ID		**Date Last Evaluated**	
DBS Level Required	Enhanced		
Job Purpose	To undertake caretaking duties within a Registered Care Home for adults with care and support needs including Dementia and Learning Disabilities.		
Main Tasks performed	To undertake duties which support the management to ensure full compliance with the Regulation and Inspection of Social Care (Wales) Act 2016 To undertake duties in compliance with internal and corporate Policies and Procedures. Stock control and caretaking duties which comply with COSHH and Health and Safety Regulations Maintenance of premises and storerooms, ensuring safe clean environment clear of obstructions. Implementation and monitoring of quality assurance systems in the service. To contribute to the maintenance and safety of the building and its contents, which includes monitoring boilers, emergency lighting, generators, plant chlorination, fire regulations, water and call systems inclusive of mandatory testing. To carryout weekly and monthly testing of equipment and supplies as delegated by Manager. Undertake weekly testing of Fire alarms and Sprinkler systems Electronic access to RAMIS		

	Participate in 6 monthly Fire drills and ensure good record keeping. Weekly water flushing and temperature recording. Checking all rooms have functioning call systems and lighting. Cleaning and disinfecting of drains. Maintain and clean the outside areas of the home including bins, storage areas, gutters and drains. Keep windows and doors free from debris. Maintain the garden area of the home and the garden furniture. Seasonal decoration outside of the home. Drive within the local area – GP surgeries, Chemists, offices Deliver mail and collect other items as requested by manager. Check and clean all bathroom, toilet and kitchen extractor fans. Undertake general maintenance for example – light bulb changing, putting up pictures/shelving, woodwork. Painting of walls and woodwork when requested. Liaise with external contractors undertaking repairs in the home. To participate in supervision and Focus on Performance requirements. To maintain continuous professional development of self and identify training requirements, participate in any training deemed appropriate to the roles and responsibilities of the role To work flexibly and in other MTCBC Accommodation services as requested. To carry out Health & Safety responsibilities in accordance with the *Authority's Health & Safety policies.* *To carry out any other duties commensurate with the grade as reasonably requested by the manager.* *To comply with the Council's decarbonisation requirements to achieve net zero carbon emissions*.
Resources	

Items that are personally accountable to the post-holder. i.e. cash / cheques, plant/equipment, stock/materials buildings	Responsible for the testing, recording and reporting of equipment and supplies. Ensuring their safe operation.
RESPONSIBILITY	
For People	No supervisory responsibility. Responsible for ensuring safe working practices to maintain individuals, own, colleagues and visitors' health and wellbeing.
For Finance	None,
Communications	Ability to communicate with colleagues. Ability to communicate with individual residents. Ability to communicate with external and local authority tradespeople.
Decision Making	In collaboration with colleagues and management.
PERSONAL DEMANDS *Include here any unavoidable exposure to risk of mental / physical injury*	
Mental	NONE
Physical	The role requires the postholder to be able to undertake physical tasks as described in main duties.

PERSON SPECIFICATION		
Formal qualifications *You must state whether qualifications are 'essential' or 'desirable'*	**Essential** (You will be required to provide evidence of all qualifications specified as essential) Completion of 10 hour online Welsh Work course	**Desirable** Welsh Language Level 2 to Level 5.
Technical skills required	DIY skills and the ability to carry out general internal and external maintenance and repairs to a good standard. Willingness to undertake periodic training to update knowledge, skills and competence Willingness to undertake the following training	

	Health & Safety Infection Prevention and Control Moving & handling (inanimate objects) Fire Safety First Aid Safeguarding An understanding of the needs of people living with Dementia or a Learning Disability.
Amount of experience required	1 Years' Experience in a caretaking role, preferably within a similar setting.
Personality attributes required	• Excellent communication skills – both orally and in writing. Demonstrate the understanding for good interpersonal skills and the ability to work to these requirements. • Demonstrate enthusiasm & commitment to the provision of quality residential services. • Ability to work as part of a team to assist in resolving problems and finding innovative solutions, ensuring that relevant information is recorded and feedback to Management team. • Ability to use initiative and prioritise workload. • Maintain confidentiality and GDPR.
Special requirements (i.e. car driver)	Be able to work flexibly including weekends, early mornings, evenings, and bank holidays depending on the needs of the service. Hold a valid driving license and use of own vehicle (mileage will be reimbursed)

Values and behaviours	Honesty and Openness – Treating everyone fairly and openly through positive but clear communication. Others know they can express their views and expect a positive discussion. Where performance of others fall short of expectations this is addressed quickly and firmly but with a positive and supportive manner. Integrity is upheld at all times, behaviours of each and every employee in HR and Payroll is irreproachable and always within the rules, policies and behaviours expected of others. Trust and Respect- Mutual respect is given to others. Despite difficulties, problems are resolved together and through positive attitudes, professional behaviour and willingness to find a solution. If others appear to be disrespectful, this will be addressed promptly. Demonstrates integrity at all times. Accountability- Workloads, priorities and time lines are recognised and owned. Professional accountability is maintained at all times. Where work may not meet deadlines or quality, this will be identified early and steps taken to resolve the problem. Others are not blamed for your own work priorities, despite their involvement in part of the outcomes. Learning- Interest in continuously developing own skills and knowledge. Support others through coaching. Will undertake research and discuss problems with others to improve own understanding of a range of issues so to improve work outcomes. Aspiration- Have high aspirations to continuously improve performance of self and of other team members. Encourages others to set themselves new challenges and works with team to evaluate Service effectiveness. Team working- Ensures that the Service is working as one, that any silo is removed. Focuses on outcomes for customers rather than personal gain. Fully engaged with others within the team, willing to support others and work with them on achieving outcomes for the Service. Communication – Ensures others are kept informed and clear information is passed on. Team know what their role is and why their work is important to the outcomes for the service. Ensures that communication style is adjusted for different audiences and ensures that there is clarity and understanding. Checks that others understand communication. Able to communicate effectively, verbally and in writing. Regular team meetings and one to ones are undertaken (with agenda and minutes). Understands the importance of confidentiality and knows what can and cannot be shared. Safeguarding - Protecting Children and Vulnerable adults is a core responsibility of all MTCBC employees. All safeguarding concerns should be reported to the Cwm Taf Multi Agency Safeguarding Hub (MASH).

Head of Department signature	
Date	















