Household Assistant – Hamilton Position Description

Position:	**Household Assistant**
Reports to:	**Facility Coordinator and/or Nursing Manager**
Location:	**HAMILTON**

Role of ABI

Our Vision:

ABI Rehabilitation makes connections and creates opportunities enabling kiritaki (clients) to achieve health and wellbeing. Together we make a positive difference recognising the value of western science and mātauranga Māori.

Our Mission:

The mission of ABI Rehabilitation is to work in partnership with the kiritaki and whānau to restore wellness to the maximum extent possible whilst setting standards of excellence in neuro-rehabilitation.

Our Values:

- **Pono and tika - Honest and right**

We act with integrity, take pride in our mahi and are accountable for our actions. We provide the right services at the right time to support client centred rehabilitation

- **Pūkenga - Expertise and knowledge**

We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau. We are passionate about learning and sharing knowledge

- **Mana ōrite - Work together equally**

As partners, we maintain the mana of all by being inclusive, valuing others world views and culture

- **Manaaki - Aroha, respect and support**

We value the mana of kiritaki, whānau, staff and stakeholders and engage with respect, kindness, aroha and support

- **Wairua - Spirituality**

We value holistic wellbeing and respect individuals spirituality and their spiritual connections with tangata (people), tīpuna (ancestors) and the taiao (environment).

Ngā mātāpono:

- **Rangatiratanga**
  We support kiritaki and whānau to be self-determining and be leaders of their rehabilitation journey.
- **Kaitiakitanga**
  We understand the roles and responsibilities of all people involved and engage with whānau as kaitiaki (guardian) for the kiritaki.
- **Manaakitanga**
  We value the mana (integrity/prestige) of kiritaki and whānau, staff and stakeholders and engage with respect, kindness, aroha and support.
- **Kotahitanga**
  We work collaboratively with kiritaki, whānau, staff and stakeholders on the rehabilitation journey.
- **Whanaungatanga**
  We prioritise the importance of establishing positive relationships and connections with kiritaki, whānau and stakeholders.
- **Wairuatanga**
  We work with kiritaki and whānau to understand their spiritual needs and connections and collaboratively develop plans to meet those needs.
- **Pūkengatanga**
  We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau.

Purpose of the Role

This is a “hands on” role providing a high standard of cleaning and laundry and associated tasks within the standards of ABI Rehabilitation.

This position ensures that cleaning tasks and procedures are performed in a manner that avoids contamination and the spreading of bacteria.

The household assistant ensures that all cleaning is undertaken to hospital hygiene standards using recommended practices.

The household assistant is required to perform laundry tasks, which involve exposure to visible blood contamination or reasonable anticipated blood contamination. He/she must be knowledgeable about infection control, blood-borne pathogens and must follow the required procedure for handling, cleaning, disposing or moving objects/materials and the clean-up of blood, infectious materials or body fluids containing blood.

The household assistant must provide cleaning and laundry services within the timeframes as per the cleaning schedules and demonstrate good time management skills.

This position must provide a supply of clean, disinfected linens for use in the individual homes at all times. They are to keep residents clothing clean and washed in a manner, which will preserve colour and fabric, and avoid contamination and spreading of bacteria. They will keep clothing washed, dried, folded and stored in designated areas on a daily basis, as well as to keep laundry area and equipment clean.

Organisational Competencies	
Kiritaki Focus	Is dedicated to meeting the expectations and requirements of ABI; acts with kiritaki and funders in mind; establishes and maintains effective relationships and gains trust and respect.
Integrity and Trust	Is widely trusted; is seen as a direct and truthful individual; keeps confidences; admits mistakes; does not represent him/herself for personal gain.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; steadfastly pushes self and others for results.

Key Relationships

Internal	External	Committee/Groups
• Facility Coordinator • All other staff • Management Team	• Kiritaki/family (whānau)	• Infection Control • Health & Safety • Any other groups established from time to time

Knowledge, Experience and Skills required

Essential and Desirable

- A commitment to providing a consistently high standard of work
- Mature attitude
- Previous experience in a similar position within the health sector
- Sound knowledge of infection control and health and safety policies and procedures
- A current drivers' license
- Sound experience in managing inventory control
- Previous experience in a commercial laundry

Specific Skills

- Good communication
- Reliable and honest
- Able to work alone
- Self-motivated
- Good time management
- Recognise that individuals have rights and choices
- General good health
- Able to be consistent and follow a structured programme
- A good understanding of written and oral English
- Ability to identify and resolve issues relevant to cleanliness, whilst ensuring a high standard is maintained at all times
- Excellent communication skills both verbal and written
- Excellent organisational skills

Key Accountabilities	Deliverables
Key Tasks – cleaning	• Must take full responsible for maintaining high standards of cleaning at the facility • Will complete daily cleaning tasks as set out on the cleaning schedule within expected timeframes • Floors are kept clean including under kiritaki beds. • Floors are damp mopped and larger objects are picked up to ensure a full clean is undertaken • Clean and restock bathrooms and other areas within responsibility • Is responsible for the effective management of cleaning supplies, ensuring there is always sufficient available to maintain the cleanliness of the facility • Empties trash and replaces bin liners • Must work with various cleaning chemicals and solutions and comply with ABI operating practices • Will keep cleaning equipment including trolleys clean at all times • When unattended cleaning chemicals are secured • Complete cleaning tasks as specified using recommended practices • Completes cleaning and laundry internal audits as required and report corrective actions to the Facility Coordinator
Key Tasks – laundry	• Must be competent to operate various kinds and types of laundry equipment safely and properly • Must keep separate linen carts for transporting of soiled and clean linens • Must keep contaminated linens that have been removed from beds of kiritaki who have a possible infectious condition in separate double bags, plainly marked. These items will be laundered and disinfected separately • Will use germicidal agents and bleaching agents on all linens as required • Will not wash kiritaki clothes in strong bleach • Will keep equipment and laundry area clean • Will follow all clean linen procedures including drying, ironing, folding and storing all laundry in linen closets and designated areas by designated persons
Key Tasks – general	• May be required to handle heavy loads with or without assistance • Must comply with Infection Control policies and practices • Will report repairs and equipment problems immediately to the Facility Coordinator

	• Will follow all Health and Safety and hygiene standards • Attend Health & Safety meetings as required • Attend in service education as requested • Demonstrate infection control practice and is familiar with the IC procedures. • Report hazards to health and safety coordinator • Demonstrate awareness of ABI policies and procedures relating to client and staff privacy • Attend and complete orientation and courses as requested
Continuous Quality Improvement ABI is committed to the concept of continuous quality improvement. All ABI services, teams and staff have responsibilities at both a professional level and a service level to understand and participate in CQI activities as an integral part of their position.	• Identify opportunities for quality improvement projects • To actively participate, develop and implement identified quality initiatives that have been approved
Communication ABI staff are bound by the provisions of the privacy Act and the Health and Disability Code, ABI policies and contractual provisions when they are communicating with clients, families/whānau, other members of the public and other health professionals.	• Maintain effective interpersonal relationships with staff, clients, families-whānau and external stakeholders • Handle problems and complaints sensitively, following ABI policies and procedures
Treaty of Waitangi ABI is committed to its obligations under the Treaty of Waitangi.	• As an employee, you are required to give effect to the principles of the Treaty of Waitangi. • The principles that apply to our work are as follows: **Tino rangatiratanga**: The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services. **Equity**: The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori. **Active protection**: The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.

	Options: The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care. **Partnership**: The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori. • It is essential that ABI employees have an understanding of Te Ao Māori. This includes an awareness of traditional and contemporary Māori, whānau/hapu structures, key Māori concepts and Māori legislation.
Health and Safety	• Take all practical steps to ensure a safe work place and environment • Observe, understand and comply with relevant legislation and regulations of the Health & Safety At Work Act (2015). • Attend training as directed in fire evacuation, manual handling • Hazard identification and reporting
Quality and Performance	• Maintain professional and organisational quality standards. • Ensure delivered work is planned, delivered, and implemented consistently against quality standards. • Continuously identify improvement opportunities to perform job in an effective manner. • Investigate opportunities to achieve goals in a more efficient way. • Performance is in alignment with HR quality standards, organisational requirements and professional standards.
Documentation	The appointee has responsibility, in particular, for reading, signing off understanding and observing in daily practice the following Policies, procedures and documents • ABI Mission, Vision Values and Ngā Matapono • ABI Strategic Plan • ABI Quality and Risk management Plan • ABI Health and Safety Manual • Te Hekenga-ā-ora

Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the jobholder and the manager.

I have read and understand the above job description:

Name: _____

Signed: _____

Date: _____