

Position Description – Aged Care Laundry/ Housekeeper

Authorised by: GM — Services for Older People Signed: Lizzie McIvor

MISSION

Presbyterian Support South Canterbury, guided by its Christian values is to enrich people's lives by meeting needs or changing individual and community situations to make a positive difference.

The Eden Alternative Philosophy® is an exciting philosophy which sees us working to build an environment where life revolves around close and continuing contact with children, plants and animals and improves the lives of those we support.

KEY TASKS:		EXPECTED OUTCOME:	
1.	Supporting resident independence within The Eden Alternative Philosophy®.	1.1	Is familiar with The Eden Alternative Philosophy®.
		1.2	Residents are provided with meaningful activity, companionship and the opportunity to provide as well as receive care.
		1.3	Actively participates in delivering on the principles that the home is registered in.
		1.4	The Eden Alternative Philosophy and approach are promoted during interaction with residents, families and staff.
2.	To launder soiled linen and clothing effectively.	2.1	Clothing and linen will be clean and remain the correct colour and size following laundering.
		2.2	Damaged and worn articles will be shown to the Nurse Manager for disposal.
		2.3	There will be a continual supply of clean linen.
		2.4	Residents clothing will be returned in good condition within 48 hours.
		2.5	Standards will meet those specified within the current Aged Care Continuum Quality Plan and Laundry manual.
3.	To adhere to Presbyterian Support Services South Canterbury policies and philosophies.	3.1	Able to demonstrate a knowledge of and work within PSSC policies and philosophies.
		3.2	Preparedness to adapt to changes that may occur.
4.	To contribute positively to team functioning.	4.1	Staff will be pleasant and tolerant and helpful towards each other.
		4.2	Any potential or present conflict will be resolved through involvement of the Nurse Manager or designated supervisor with residents unaware of any conflict unless they are directly involved.
		4.3	Ability to carry out directives as instructed and demonstrate improvement following constructive criticism.
5.	To communicate effectively both within the Home and in the wider community in	5.1	Information will be given in a clear, concise and pleasant manner to all people you have contact with during working hours.

KEY TASKS:		EXPECTED OUTCOME:
	relationship to the functioning of the Home.	5.2 All problems relating to the functioning of the Home and the residents well-being will be reported promptly to the Nurse Manager or Administration and Care Supervisor.
		5.3 Confidentiality policy will be adhered to.
6.	To demonstrate tolerance and respect for people's individual, spiritual, cultural and social needs to recognise the Treaty of Waitangi.	6.1 Staff will respect and help facilitate residents rights to privacy, freedom of association and continuance of relationships in line with PSSC's Code of Care
		6.2 Cultural needs will be identified and respected.
7.	To maintain a safe and secure environment.	7.1 To demonstrate an accurate knowledge of Fire Safety and Evacuation Procedures.
		7.2 To be conversant with The Health & Safety At Work Act 2015 and report any potential dangers and/or faulty equipment promptly to the Nurse Manager or Administration & Care Supervisor.
		7.3 Screens/fans will be safely free of lint.
		7.4 Emergency warnings or shut-off's displayed will immediately result in the equipment being turned off and the Nurse Manager or Supervisor contacted.
		7.5 No modification to equipment, including disabling of warning/alarm's will be done.
8.	To maintain a high standard of housekeeping in the laundry service	8.1 Dirty and clean laundry will be dealt with separately.
		8.2 The laundry areas will be clean and tidy.
		8.3 Laundry associated with food will be dealt with separately and no cross infection will occur.
		8.4 Safe handwashing techniques will be demonstrated.
		8.5 Demonstrate a good understanding of safe infection control procedures and principles.
		8.6 Attend safe handling & back safety training as required, work within approved safe handling guidelines.
		8.7 Protective clothing will be worn as supplied and specified.
9.	Demonstrates commitment and applies knowledge to work tasks.	9.1 To take all training offered and demonstrate learned skills.
		9.2 Identify training requirements and inform Nurse Manager or Care and Support Supervisor.
		9.3 Attend and actively participate in meetings as requested.
10.	Demonstrates commitment to the Quality Improvement Programme of Presbyterian Support South Canterbury.	10.1 To take an active role in Quality improvement.
		10.2 Participates responsibly as required in Audits.
		10.3 Areas needing improvement will be identified and agreed on, improvements will occur.
		10.4 Work performance will meet agreed standards.

KEY TASKS:		EXPECTED OUTCOME:
		10.5 Identified improvements within work practices will be actively actioned within agreed time frames.
11.	To perform housekeeping tasks	11.1 Cyclic housekeeping will be completed in the specified time frame.
		11.2 Adequate supplies of chemicals will be maintained and safely stored.

This job description may be reviewed and altered at any time by agreement between the Manager (or supervisor) and the employee, but agreement to changes cannot be unreasonably withheld.

Employee Signature

Print Name

Managers Signature

Print Name

Date: _____