

Department:	Health & Social Services	Section:	Tussac House
Reports to:	Care Home Manager		
Grade:	Falkland Islands Government Grade – H1	Job Code:	TBC
Overall Purpose of the Role			
As a key operational role within Tussac House the post holder assumes day-to-day responsibility for general caretaking duties across the facility, in particular those relating to cleanliness, general upkeep and security; ensuring that the facility is a safe, welcoming and clean environment at all times. The post holder will also undertake general driving duties for both service users and staff.			
Key Role Activities			
Caretaker <ul style="list-style-type: none"> Working under the direction of the Tussac House Manager, ensure that simple day-to-day maintenance tasks are attended to, so that the building, equipment and grounds are kept in the best possible order, providing a safe and welcoming environment. Liaise with the DHSS Estates and Engineering team to ensure that planned and reactive maintenance activities under their remit are carried out around the operational requirements of Tussac House. Monitor compliance with health and safety policies; proactively rectifying issues where possible and escalating to the Tussac House Manager and/ or DHSS Estates and Engineering team those which cannot be resolved without assistance. In conjunction with the Tussac House Manager, assume responsibility for the overall cleanliness of the interior of the premises. Including liaising with cleaners to ensure that cleaning standards are adhered to. Carry out emergency cleaning duties when required. Assume responsibility for the exterior cleanliness of the premises, including but not limited to; litter picks, sweeping paths/ walkways and keeping them clear, ensuring drains are kept clear, window cleaning. Ensure that the contract for exterior maintenance of the grounds is adhered to. Liaise with PWD to ensure that necessary roof maintenance occurs, including the periodic clearing of gutters. Undertake routine sampling as part of the water safety policy, under the direction of the DHSS Estates and Engineering team. Ensure that COSHH guidance is adhered to, particularly with regards to storage. Undertake simple DIY tasks under the direction of the Tussac House Manager such as (but not limited to) building flat pack furniture, fitting shelves and curtain rails etc Driving <ul style="list-style-type: none"> Transporting service user to and from Tussac House for routine appointments or activities, (as per Non-Emergency Transportation for Service Users Policy). Transferring patients, staff, equipment and supplies to and from a range of locations, usually this is restricted to in and around Stanley. 			

Key Role Activities continued: Caretaker/Driver

- Assist Healthcare Professionals/ Carers with various physical/manual handling tasks as required in order to safely collect, transport and transfer patients.
- Arrange and manage the collection of deceased patients for their transfer to the mortuary at KEMH.
- Undertake basic vehicle maintenance such as cleaning and preparing the vehicles assigned to Tussac House, and performing general vehicle checks.
- Cleaning and checking fuel levels of the vehicles assigned to Tussac and ensuring they are prepared for the next day of use.
- Undertake daily journeys between Tussac House to deliver and collect laundry, meals and other items requiring transportation between the two facilities.

Security

- Conducting pro-active walk rounds of the entire site and undertake equipment checks (e.g. fire extinguishers) to ensure that buildings and property are secure to protect the ongoing safety of staff, service users and visitors.
- Implement and monitor adherence to the Tussac House visitor's policy. Challenge and respond to unidentified interlopers appropriately.
- Checking access to fire escapes to ensure fire doors are closed and escape routes remain clear.
- Responding to emergency incidents such as fire alarms; assuming the role of a fire warden.
- Manage the building's access control system (Paxton) to ensure that staff access controls are properly managed and that staff have appropriate ID.

General

- Maintain good working relationships with other staff in the facility and provide appropriate assistance as requested.
- Assist service users, visitors and colleagues in a helpful, polite manner and provide assistance or direct them to appropriate assistance as required.
- Be committed to upholding safeguarding and welfare responsibilities for vulnerable persons, escalating concerns as necessary to senior staff.
- Other suitable duties relating to the environment of the Care Home, such as small 'handyman' type jobs e.g. painting, as requested by the Care Home Manager.
- Complete vehicle logs, security diary and any other required paperwork in an efficient, accurate and timely manner.
- Proactively work towards meeting the DHSS Standards of Care as are relevant to this role.
- Work collaboratively with drivers based at the KEMH, in particular in relation to service users under Community Support Team care. Be prepared, in times of need, to cover non-emergency transport at the KEMH, or if trained to do so, provide emergency transport.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information

This role operates as part of a shift rota providing 24/7 service provision to the Health & Social Services; this means that the role requires the post holder to participate fully in the rota to provide cover on weekends, public holidays and government holidays. In addition, the post holder will also have to participate in a standby rota to allow the service to cover emergencies.

Rate of pay includes an element for unsocial hours, therefore no additional payments or time off in lieu will apply when working on weekends or public holidays.

Due to the nature of the role the post holder will be required to attend a variety of training events, many of which will be mandatory and which may fall outside of scheduled shift patterns. Any training undertaken outside a shift pattern will attract appropriate rates of pay.

Criminal Record Checks:

Criminal Record Checks - This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

Caretaker/Driver

Job Description

Person Specification:	Caretaker/Driver		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Minimum of 12 months experience of driving various vehicle types (eg passenger cars and light commercial vehicles) in a safe and careful manner.	✓		A/I/R
Minimum 3 years' experience in basic DIY and housekeeping/ caretaking tasks.	✓		A/I/R
Able to demonstrate literacy and numeracy skills sufficient to complete paperwork relating to delivery and collections, securing of patients' property, keeping accurate and thorough records, etc., and comprehension skills sufficient to be able to read and understand written instructions.	✓		A/I/R
Experience of basic vehicle maintenance; such as checking and correcting tyre pressures, checking oil levels, and topping up coolant levels.	✓		A/I/R
Knowledge of the systems and processes to ensure building security.	✓		A/I/R
Good organisational and prioritising skills.	✓		A/I/R
Excellent communication skills.	✓		A/I/R
Able to work effectively within a small team and to work unsupervised.	✓		I/R
Basic computer experience in the use of common Microsoft Office programmes such as Outlook, Excel and Word.	✓		A/I
Evidence of an understanding of Health and Safety within the work place.		✓	I
Basic First Aid experience and Fire Warden Training (or capacity to undertake training).		✓	A/I
Awareness of safety issues surrounding the transport of dangerous goods		✓	I
Personal Attributes:			
Honest, reliable, polite, sensitive and tactful at all times when dealing with service user and visitors.	✓		I/R
Sufficiently 'fit' for the duties including getting in and out of vehicles and loading and unloading.	✓		I/O
Possesses patience and the ability to handle stressful situations calmly.	✓		I/R
Able to maintain absolute confidentiality at all times and comply with all relevant policies, procedures and practices.	✓		I/R
Able to keep to a schedule, but be sufficiently flexible to adapt to changing priorities.	✓		I/R

Caretaker/Driver

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Criteria	Essential	Desirable	Assessment Method
Capacity to undertake training as required by the Department of Health & Social Services to maintain effective working practices.	✓		I/R
Sensitive to feelings of others (particularly relatives of deceased or unwell persons).	✓		I/R
A commitment to Safeguarding and upholding the Directorate's Standards of Care.	✓		I
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A
Qualifications & Training			
Full, clean driving licence for manual vehicles	✓		A
Level 1 (Adults) Safeguarding qualification, or the ability to obtain one within 3 months of appointment as part of the Community Service induction process.	✓		A/I
C1 driving licence		✓	A
Blue Light Certificate		✓	A/I
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O - Other