

Information Pack

Housekeeper – East Riding

Closing date: Sunday 7th August 2022

Interview date: TBC

To discuss the post informally, please
contact:

Jo Boynton, Estates Coordinator

or

Laura Stephenson, Estates Coordinator

on

01482 240200



Job Description

JOB TITLE: Housekeeper, Maintenance Worker

LOCATION: The post holder will be primarily based at Inspire House in Bridlington, but may be required to travel to and work at various sites across the East Riding.

PRIMARY SERVICE AREA: Housing and Property Management

PAY RATE: £9.79 per hour

HOURS: 16 hours per week to be worked flexibly to meet the needs of our clients and the organisation, which may include evenings, weekends or public holidays.

REPORTS TO: Estates Coordinator

OVERALL PURPOSE OF THE JOB

To provide an efficient and effective housekeeping and maintenance service for Hull and East Yorkshire Mind properties, ensuring that the houses, offices and outdoor spaces are maintained to a high standard.

ROLE RESPONSIBILITIES

- Perform general cleaning in the houses on a weekly basis to include:
 - hoovering and mopping floor coverings
 - wipe down bathrooms
 - wipe down kitchen fixtures and fittings
 - wipe down other surfaces in communal areas
 - clean ovens, fridge freezers and microwaves
 - empty internal bins and manage outdoor wheelie binsOther cleaning duties will also be undertaken which fall within the housekeeper's competence and are reasonable to ensure the general upkeep of internal areas.
- Perform maintenance duties at the properties both on an 'as and when' and regular basis to include:
 - Cleaning gutters
 - Minor repairs including, for example, fixing kitchen cupboards, replacing toilet seats, fitting curtain rails, hanging pictures, minor painting, changing light bulbs
 - Minor tasks which will be identified from time to time to maintain the standard of the environment.
- Ensure that communication with people who use our services is positive, non-judgmental and respectful whilst ensuring that professional boundaries are maintained at all times.
- Plan your diary to ensure the best use of your time
- Ensure that any concerns, e.g. for the safety of a client, health and safety issues at our properties, are communicated to appropriate colleagues without delay
- Where appropriate work with colleagues to support residents to take part in communal gardening activities.

- Liaise with property management staff to report repairs and replacements
- Purchase equipment/materials as applicable, following organisational finance procedures and Health & Safety guidelines, which will involve money handling or raising purchase orders
- Record information, e.g. in connection with maintenance issues, as directed
- Ensure that all work undertaken is compliant with Health and Safety requirements, e.g. using materials and equipment in accordance with supplier instructions, COSHH regulations and risk assessments.

NOTES

This job description is not intended to be exhaustive in every respect but rather to define the fundamental purpose, responsibilities and dimensions of the role.

It is the nature of the work of Hull and East Yorkshire Mind that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Person Specification

Please try to give us as much evidence as possible to show where you meet the requirements of the role. This can include experience from outside of paid work such as volunteering or caring responsibilities.

Job Title: Housekeeper, Maintenance Worker **Reviewed: March 2022**

Area	Criteria	Essential	Desirable
Key knowledge	An understanding of working with individuals in supported houses	✓	
	Of the importance of maintaining appropriate professional boundaries with people who use our services	✓	
	Of Health & Safety, risk management, lone working and personal safety		✓
Relevant experience	Proven experience of working well on own initiative and as part of a team	✓	
	Of working in a similar role	✓	
	Of housekeeping, light and heavy cleaning	✓	
	Of maintenance, minor repairs	✓	
Key competencies	Able to plan and prioritise own workload	✓	
	Ability to develop good working relationships with our clients where they feel respected	✓	
	Clear written and verbal communication which suits the needs of the target audience	✓	
	Stays calm if under pressure and able to ask for help	✓	
	Responds flexibly and positively to changing needs	✓	
	Demonstrable ability to apply practical problem solving and common sense to a variety of problems	✓	
	Has a non-judgmental approach and treats residents with compassion, dignity and respect	✓	
Additional requirements	Possession of a full current driving license with use of a motor vehicle for work purposes and prepared to travel across the region	✓	
	Enthusiastic with a high degree of personal motivation	✓	
	Basic IT knowledge, e.g. able to use Microsoft Outlook calendars, send emails with a willingness to learn how to use other systems	✓	
	Willingness to undertake any training and development identified in order to fulfil the role	✓	

Overview of Hull and East Yorkshire Mind

Hull and East Yorkshire Mind has been supporting people with mental health problems across Hull and East Yorkshire for over four decades.

We are an independent charity governed by a group of local trustees, affiliated to the Mind network made up of over 130 organisations across England and Wales. The network delivers services, campaigning and gives a voice to people with mental health problems, their families, carers and community. Hull and East Yorkshire Mind is also a housing association.

Our **VISION** is that we won't give up until everyone experiencing a mental health problem gets both support and respect.

Our **MISSION** is to work with partners to intervene as early as possible, providing advice and support to empower and give hope to anyone experiencing a mental health problem. We campaign locally to improve services and reduce stigma and discrimination.

As an organisation, we pride ourselves on our values and beliefs:

WE BELIEVE:

- Everyone has mental health: there is no place for stigma.
- Everyone deserves the chance of a fulfilling life.
- Lived experience is powerful and can generate hope.
- Spaces where everyone can feel supported and safe, not judged but respected, are vital.
- Everyone brings something valuable to the work.
- We can effect change and will do everything in our power to improve lives.

WE VALUE:

- **Being Human** – connecting meaningfully with one another creating relationships which help people to flourish.
- **Mind and Heart** – using our intelligence, stories, skills and life experience to show that we care and to make a difference.
- **Being Brave** – even in the face of uncertainty staying positive and boldly developing new things.
- **Travelling Together** – side by side with others being kind and through empathy nurturing belonging.
- **Strong Foundations** – drawing on our history and learning to build reliable systems that work well without being over engineered

Our Model of Mental Health Care (REACH)

At Hull and East Yorkshire Mind we believe it's important to understand what good mental health care looks like. This is more than just understanding the services we deliver, it's about the important elements common across all of our work that help us to understand why we work in the way that we do.

Different organisations have different priorities. We have defined ours using a simple framework that includes Relationships, Environment, Activity, Compassion and Hope. We call this REACH.

Relationships

Trusting, caring relationships are a core foundation of our mental wellbeing. To believe we are cared about we need to feel a human connection. Too often public services focus on maintaining artificial boundaries between those delivering and receiving services to the detriment of both sides. We use some common sense with our professional boundaries; if somebody wants a hug we give them one and if somebody wants to hear about our holidays we share what's appropriate. We expect our team to genuinely care for the people they are working with and, if that's not possible, conversations to be had early on about where the problem lies.

Environment

For those visiting our offices and community groups through to people living in our housing, a poor environment encourages poor mental health. If people feel safe, secure and valued they are much more likely to stay well and recover faster. We need to make sure the physical spaces and 'atmosphere' are welcoming. Where possible we need shared spaces and avoid cutting ourselves off in the 'staff offices'. We expect everybody working in our housing to be conscious that these are peoples' homes we are working in and be conscious of how our behaviour impacts on the environment.

Activity

We know that physical activity is vital to our health and wellbeing and that this is often overlooked when considering mental health care. We also know that activity includes many forms of occupation and how important having a role in society is for most of us. Without it we too easily lose our sense of self and worth and any intervention that doesn't address this vital area will always be temporary. All of our services will encourage paid work where possible, voluntary work where not and mainstream learning where appropriate. Our groups, information line and activities will promote physical exercise and the benefits this bring to mental health.

Compassion

Sometimes we're just too hard on ourselves. We see media portrayals of what 'normal' is supposed to be and beat ourselves up because we don't think we meet the standard. We need to get much better at showing compassion, not just to others around us, but also to ourselves. Sometimes it's OK to be different. People using our services come with all sorts of stories and histories. We want our compassionate approach to run through everything we do, from how we answer the phones to replying to emails and one-to-one interactions. To work at Mind, whatever job you are doing, you have to be able to show you care for the people we are here for.

Hope

Without a genuine belief that things can improve we get stuck and lose motivation. We all need positive role models in our lives and they should be a core part of any service we want to deliver. This isn't always easy and when somebody is acutely unwell it can be difficult to find the hope in what might seem a hopeless situation. Our job is to find that hope and help others see it. We must never shy away from this no matter how difficult it might seem.



Summary of Terms and Conditions

1. Probationary Period of Service

All new staff will undergo a probationary period which will generally be the first six months.

2. Disclosure and Barring Service (DBS)

It is a condition of employment that all staff have a DBS Disclosure at the appropriate level which will be paid for by Hull and East Yorkshire Mind.

3. Hours of Work

As per your contract of employment. All hours to be worked on a flexible basis to meet the needs of clients and the organisation. Staff who work more than six hours per day will take an unpaid lunch break of not less than 30 minutes.

4. Pay

No automatic annual increments are payable except for any cost of living increase which may be awarded to all employees at the absolute discretion of the Executive Committee.

5. Annual Holidays and Holiday Pay

Annual holiday entitlement with pay is 25 working days for full time staff and on a pro rata basis for staff working part time. In addition paid leave will be granted for all bank holidays (on a pro rata basis for part time staff) in each year.

6. Payments During Sickness/Injury

Staff who are absent from work for reasons of sickness, or injury sustained whilst carrying out their duties for Mind, will receive Statutory Sick Pay only in their probationary period and up to four weeks full Company Sick Pay in a 12 month period thereafter.

7. Pension Scheme

Under the Government pension regulations all eligible staff will be automatically enrolled into the Company Pension Scheme currently provided by Aviva. Staff contributions will be in line with the minimum percentage of gross basic earnings set by the Government. The employer contribution will be 3% of gross basic earnings. Additionally staff who are either non eligible or not entitled, under the regulations, may join the scheme and the same contribution levels would apply.

8. Subsistence and Travelling Expenses

Subsistence and travelling expenses are paid at rates determined by North East Lincolnshire Mind and Hull and East Yorkshire Mind. Staff who work from home will have the first 10 miles deducted from their daily mileage claim.

9. Trade Union Membership

Employees have the right to join or not to join a Trade Union.