

JOB DESCRIPTION

POST: Maternity Housekeeper (MHK)

DEPARTMENT: Maternity

BAND: Band 2

HOURS: 22.5 – 37.5 hours per week

RESPONSIBLE TO: Ward Manager

LIAISES WITH: Ward Manager, Matron, Deputy Head of Midwifery & Housekeeper

RESPONSIBLE FOR: Participating and assisting in the delivery of care to Mothers and Babies in the Antenatal, Intrapartum and postpartum periods.

WORKBASE: [Click or tap here to enter text.](#)

JOB PURPOSE

- The Maternity Housekeeper will use general skills offered to women and their families across a range of aspects of maternity service delivery under the close supervision of a registered midwife.
 - Participate as part of the team within the ward/department, to provide direct delivery of care to women and their families accessing hospital-based services
 - The Maternity Housekeeper will undertake basic care skills, as part of routine care for women and their babies.
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MAIN DUTIES & RESPONSIBILITIES

Clinical Practice

The post holder will:

- Welcome and orientate women/partners and visitors to the ward/department.
- Assist in preparing women's notes, relevant charts, midwifery documentation and identity bracelets prior to, and on admission.
- Undertake clerical duties as directed by the Registered Midwife in relation to all verbal and written communications, ensuring messages and communications are passed to other team members.
- Ensure women/babies nutritional needs are met through assisting in the preparation of meals and beverages
- Appropriately record and monitor dietary intake of women/babies, informing relevant staff of progress and/or any difficulties relating to dietary/fluid intake.
- Assist women in gaining access to and in the use of appropriate toilet facilities. Measure and record body waste/fluid balance accurately. This includes baby nappy care.

- Assist women in maintaining their personal hygiene, grooming and dressing needs with specific concern for their religious, cultural and personal preference, ensuring privacy and dignity at all times.
- Assist women in their mobility requirements, help move and position appropriately to maximise their physical comfort.
- Prepare individual women and the environment to ensure effective movement and/or handling procedures.
- Under the supervision of a Registered Midwife assist mothers/partners in caring for their new-born baby.
- Assist in providing conditions to meet the women's need for rest and sleep.
- Chaperone the women as required ensuring appropriate support.
- Actively support and assist in alleviating distress and anxiety of women, families and carers, consistent with their personal beliefs and preferences.
- Promote standards of health and safety in working practice and the workplace, by being responsible for self and others through identifying risks, undertaking work activities in a safe manner.
- Maintain cleanliness in the work environment in line with Trust Health and Safety policies.

Management

The post holder will:

- Be familiar and comply with all Trust Policies and Procedures.
- Adhere to Trust Uniform Policy.
- Adhere to Trust Social Media Policy.
- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality.
- Exhibit professional behaviour and attitude at all times and demonstrate excellent customer care skills.
- Use IT systems for e.g. patient records and data collection, requesting investigations and results as directed by the Registered Midwife and arranging follow up appointments and admissions as required (if applicable to department). This includes making referrals to other departments using order communications e.g. link worker service and community midwifery service.
- Contribute to effective team working, by being fully involved, committed and participating to achieve full potential.
- Attend ward /department meetings.
- Contribute in the supply and maintenance of materials and equipment to ensure the efficient running of the clinical environment.
- Assist with the checking and recording of deliveries to the clinical area, against original orders.
- Ensure stock rotation is undertaken to minimise the risk of equipment becoming out of date.
- Assist in the transfer of materials and equipment as requested, including the maintenance of equipment as appropriate.

Education & Development

The post holder will:

- Maintain responsibility for the identification of own continuing educational needs and development and take part in annual appraisal.
- Maintain competence through annual mandatory training to include;- Basic Life Support Resuscitation, Moving and Handling and Fire training in adherence to Trust Policy.

Key Processes

The post holder will:

- Uses general skills to enhance the service offered to women and their families across a range of aspects of maternity service delivery, under the close supervision of a registrant.
- Demonstrate self-directed development to ensure they practise in accordance with established protocols and standard operating procedures under close, but not continuous, supervision.
- Recognise the importance of positioning women and families at the centre of care. Within the scope of their role, they recognise their limitations and present them in a credible and competent manner.
- Act in a manner to consistently support equality and diversity in all interactions.
- Have a responsibility to ensure all information processed for patients and staff is kept confidential, accurate and in line with the data protection act 1998 and Caldecott principles.

INFECTION PREVENTION AND CONTROL

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control manual. The post holder is also responsible for ensuring that they and all their staff attend mandatory training, including infection prevention and control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

CONFIDENTIALITY AND SECURITY

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

VALUES AND BEHAVIOURS

The post holder will adhere to the values and behaviours framework, encompassing; care and compassion, treating everyone with dignity and respect. The post holder must extend these values and adhere to the social media policy.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

Person Specification

Job Title: Maternity Housekeeper (Band 2)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Holds National Care Certificate or be willing to undertake and complete within 12 weeks of starting.</p> <p>Level 2 Apprenticeship in health care OR Gain equivalent knowledge and skill undertaking the Trust Clinical Support Worker Development Programme.</p> <p>On completion of the Trust Clinical Support Worker Development Programme demonstrating evidence of clinical knowledge, skill and competency the worker will move to band 3 AfC.</p> <p>Holds Functional Skills Level 1 Maths and English or education equivalent.</p>		Certificates
KNOWLEDGE AND EXPERIENCE	Experience working in a healthcare, social care organisation/setting or service industry requiring people contact.	Experience of working within a health care or maternity care environment	Application form and Interview
SKILLS AND ABILITIES	<p>Good communication skills (written and verbal).</p> <p>Able to work as a team.</p> <p>Able to carry out well defined routine tasks.</p> <p>Able to work on own initiative, following direction/supervision by a Registered Healthcare Practitioner.</p> <p>Able to relate well with patients/relatives/visitors/ Colleagues/the multi-disciplinary team and wider Trust staff.</p>	Computer skills.	Application form and Interview
ATTRIBUTES	<p>Committed to delivering high standards of patient care.</p> <p>Friendly, open, empathetic and compassionate.</p> <p>Professional outlook and positive attitude.</p>		Interview EHWB apt and references

	Able to meet the flexible needs of the role and duty roster.		
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