

JOB TITLE: Care Assistant

REPORTING TO: Home Manager

JOB PURPOSE: To work as part of a team providing care for all residents to the required standards and as assessed in their individual care plans. To ensure Clients retain their dignity and individuality. To be involved in recreational and general activities of the home.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- * Genuine interest in working within a caring environment
- * Ability to communicate effectively at all levels
- * Team player
- * Willingness to participate in Vocational Training Programmes
- * Satisfactory Police and ISA checks
- * Satisfactory references

Desired:

- * Vocational Qualification (or equivalent) - either achieved or working towards
- * Experience of working with the relevant Client group

MAIN RESPONSIBILITIES

Care:

1. Ensure the highest possible levels of care are maintained by supporting/assisting Clients as required, with washing, toileting, dressing, mealtimes and all other aspects of daily living.
2. Assist Clients in all aspects of their care needs (e.g. physical, emotional and spiritual). Provide attention when needed, whilst ensuring Clients retain their comfort and dignity.
3. Pay particular attention to assisting Clients who have limited mobility, or physical / learning difficulties, making the best use of aids provided.
4. Closely monitor Clients who may be confused and/or have behavioural problems.
5. Assist in the promotion of continence.
6. Assist in the delivery of care for Clients who are dying or who have a progressive illness. Assist with last offices.
7. Observe care planning needs for Clients and complete written daily records as instructed and in line with the Company's policies and procedures.
8. Assist in framework of social activities by interacting with Clients and helping them continue with hobbies and activities in the Care Centre.
9. Answer Nurse call system, giving assistance as required. Answer the door and telephone promptly, respond appropriately and pass on all messages.
10. Under the supervision and guidance of senior Care Staff, report on the well-being of Clients.
11. Carry out regular checks on Clients at intervals determined by senior Staff Members.
12. Make Visitors feel welcome. Provide refreshments/assistance as and when required.
13. Make and change beds, ensuring that rooms are clean and tidy, and commodes are empty, in line with the Care Centre's disposal of waste policy. Ensure the Care Centre's resources are used appropriately.
14. Clean and maintain equipment used by Clients / Relatives e.g. wheelchairs, hearing aids, spectacles etc. Ensure the Care Centre is kept clean and tidy, in line with the Company's attention to detail philosophy.
15. If applicable, care for Clients' clothing and bedroom and ensure all personal items are recorded and clearly marked.
16. Ensure full privacy and dignity is maintained for the dying and the bereaved, in line with the Company's policies and procedures.

17. Assist Clients who need help during meal times (be aware of swallowing difficulties, dietary requirements etc). Assist with serving of food / drinks as requested / required. Wash up as requested / required.
18. Escort Clients travelling to and from the Care Centre e.g. on social outings, hospital visits etc.
19. Practice maximum integrity in all dealings with Clients' personal and financial affairs, and avoid abuse of the privileged relationship that exists with Clients.

Communication:

1. Participate in Staff and Client meetings as and when required.
2. Report any untoward incident or concern to the senior person in charge.
3. Contribute to handover reports and ensure all written reports are accurate and legible
4. Work as part of a team and discuss work schedules and individual needs of residents as required
5. Converse with residents and ensure all clients feel at ease, respected and are given time.

Training & Development:

1. Maintain professional knowledge and competence.
2. Attend mandatory training days/courses, on or off site, as and when required.
3. Participate in relevant training to achieve required qualifications.

Health & Safety:

1. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature, or accident incurred by a Client, colleague, self or another.
2. Understand, and ensure the implementation of the Care Centre's Health and Safety/ COSHH policies, Infection Control policy and Emergency and Fire procedures.
3. Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
4. Promote safe working practice within the Care Centre.

General:

1. Promote and ensure the good reputation of the Care Centre.
2. Ensure all information of a confidential nature gained in the course of duty is not divulged to third parties.
3. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
4. Ensure the security of the Care Centre is maintained at all times
5. Adhere to all Company policies and procedures within the defined time scales.
6. Ensure all equipment is clean and well maintained.
7. Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The company reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Please note that you share with the company the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature:

Name: **Date:**