



Job Description - Care Assistant

Responsible to: Home Manager

Job Specification: To provide care for the service users under the guidance and supervision of the Home Manager, trained nursing staff and senior care assistants; and to undertake other activities to assist in the running of the Home as required.

Person Specification:

Essential:

- 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 check and check against the ISA list (where applicable)
- Basic understanding of the Health and Safety at Work Act
- Basic understanding of Infection Control

Desirable:

- Previous experience of working in a care setting
- Relevant Vocational Qualification (achieved or working towards)
- Evidence of having undertaken relevant training (ie lifting and handling, health and safety, food hygiene etc.

Job Description:

1. To act as a key worker for a number of service users. Ensuring that you greet any service users, for whom you are a key worker, on admission to the home and assist them to settle in.
2. To assist the service users in personal care including washing, bathing, dressing and toilet needs.
3. Responding promptly to call bells
4. To report any accidents or unexplained injuries immediately to the person in charge.
5. To ensure that service users are socially presentable in appearance at all times.
6. To ensure that service users have any aids e.g. - Dentures, Hearing Aids, Spectacles etc fitted, cleaned and in working order.
7. To assist the service users in rehabilitation activities under the guidance and supervision of the Home Manager and trained senior staff.
8. To assist in the cleaning of the Home as the need arises, particularly dining areas after meals and to support infection control e.g. cleaning up spills immediately.
9. To pay due respect to service users' possessions and to ensure that bedrooms and communal areas are tidy and presentable.
10. To be resourceful in the use of supplies.
11. To work at all times, within the guidelines of the Health and Safety at Work Act 1974, Employee Handbook and Company Health and Safety Policy and Procedure.

12. To be aware of all fire exit means of escape from the Home.
13. To complete all Company Health and Safety and Fire checks as requested.
14. To ensure readiness to commence work at the time stated on the Duty Rota and not to abandon duty without permission from the Home Manager.
15. To ensure that articles for laundry are sluiced if soiled before placing into correct container.
16. To read and implement the Company Policy and Procedure for Infection Control.
17. To ensure the appropriate segregation of waste material. That it is disposed of in accordance with current legislation and Company Policy and Procedure for Infection Control.
18. To report to the person in charge any changes in individual service user's condition and any other relevant matter, noting especially and changes in skin condition.
19. To report to the person in charge any verbal concerns or complaints raised by the service user or visitors.
20. To recognise your own caring limitations and to seek guidance from the Home Manager or trained senior staff as appropriate.
21. To refer all enquiries regarding the care or condition of service users to the senior staff irrespective of the source of the enquiry.
22. To respect the rights of service users including privacy and dignity.
23. To assist in the serving and clearing of meals, snacks and drinks.
24. To assist service users to eat and drink, monitoring intake and reporting any concerns to the person in charge.
25. Complete all food and fluid charts and any other daily monitoring records as requested.
26. To undertake any training necessary for the completion of your duties. To be aware of Mandatory training and dates to attend training.
27. To attend staff and other meetings as requested.
28. To undertake any other duties as and when required.
29. To abide by all company Policies and Procedures in accordance with the Staff Handbook and Policy and Procedure File.
30. To participate in social activities with service users and to use all interactions with residents as an opportunity for stimulation/ occupation
31. To report any concerns re possible abuse of service users immediately to the person in charge
32. To respect the confidentiality of the service users and the home life at all times, including when you are using social networking systems