

JOB DESCRIPTION

JOB TITLE: Care Assistant

RESPONSIBLE TO: Registered Manager/Registered Nurse in charge of shift

Purpose of the Position

To participate in the assessment and implementation of care provision for each individual service user, working with colleagues as part of a team to establish and maintain high standards of care, which can be measured as outcomes for each service user.

To continue to undertake personal development within the remit of caring for older people to ensure that care is delivered in an effective way and person centred way

To promote at all times the privacy and dignity of all individual service users

To ensure the Principles aims and Objectives of the home are maintained at all times

Principal Care Responsibilities

To actively participate in the delivery of personal care to individual service users

- To assist in the daily care of service users, helping with dressing/undressing, washing, bathing and personal hygiene where necessary
- To assist service users with problems of mobility and other physical disabilities (e.g. incontinence), helping with the use of disability aids and caring for the same, where appropriate.
- To help serve food, assisting service users with eating and drinking as required. To prepare light meals and snacks if required, liaising with kitchen staff as necessary

To undertake the role of keyworker to allocated individual service users

To support service users to achieve their maximum level of independence, whilst acknowledging their physical and mental disabilities. To be able to locate, read and document appropriate information in the care plan using appropriate terminology

To ensure service user clothing and associated linen is kept in good order and replaced as required. Make and change beds and undertake light cleaning duties.

To help with the setting up of the dining room/meal trays in readiness for meal-times.

To ensure service users are able to communicate effectively using appropriate methods of communication e.g. Call system, picture boards, alpha boards, Hearing aids, glasses etc

To help with the organisation of social activities, and to participate in them to help promote service users esteem and physical and mental well-being.

To accompany service users on social or medical visits where required.

To assist with End-Of-Life Care for service users who are terminally ill.

To ensure that all equipment used is safe and ready to use, and stored away in an appropriate place after use

To report any concerns or information given or received regarding the service users to the Nurse in Charge of the Shift

To document in the care plan any information required to support the care of the Service User and have this countersigned by the Nurse in Charge of the Shift.

To deal with emergency situations in a calm manner and to follow instructions given by The Nurse In Charge of The Shift

Help to mentor and train new members of staff in all aspects of their work in the home

Health and Safety

To ensure that the health and safety of all service users is promoted at all times

To report all accidents and incidents to the Nurses in Charge and assist in completion of reports and associated documentation

To understand your responsibility to maintain your own health and safety and that of all others in maintaining and reporting any health and safety concerns

To ensure that you work within your sphere of competence

To report any faulty equipment to the Nurse in Charge of the Shift and to ensure that an appropriate notice is attached to the piece of equipment to prevent further use until safe to use

To ensure all equipment when not in use is stored appropriately and safely

Training and Development

To participate and complete Heathfield House Induction programme

To participate in training activities/courses as directed by Senior/Management staff



To undertake to complete NVQ Level 2 Health and Social Care or equivalent as designated by the Home Manager or Registered Manager

To attend all statutory training and any other training as deemed necessary by the Registered Manager to ensure that appropriate levels of competence is maintained in the Care of Older People.

To attend Supervision sessions and actively contribute to the sessions as per care Standards Requirements

To participate in annual performance reviews and agree specific objectives

To attend a minimum of 4 staff meetings per year

This Job Description is not exhaustive and other duties commensurate with the role of Care Assistant as designated by the Home Manager or Registered Manager may be included with this job description