

Job description



Job title: Care Assistant

Responsible to: Team Leader or Senior Care Assistant

Our Values

- ❖ Fulfilling Lives is our core purpose
 - ❖ Every one of us makes a difference is the belief that drives us
 - ❖ Caring, Passionate and Teamwork are the values that underpin everything we do
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Job Summary

To undertake duties related to the daily personal care of residents in accordance with agreed programmes of care and under the general guidance of senior staff.

Key Responsibilities

- To support each of the residents in the care home to remain as active and independent as possible.
- Demonstrate skill and imagination in helping residents deal with everyday difficulties arising from their memory problems or physical health.
- Encourage and support each resident to do as much as possible for themselves in all aspects of daily living, which will include washing, dressing and continence.
- Use initiative and imagination in helping residents succeed at familiar tasks.
- By working flexibly make the most of every opportunity for residents in the care home to maintain their interests and to explore new social and recreational opportunities.
- Offer many opportunities each day for residents to engage in situations with personal meaning, a sense of community, choices and fun.
- Respect the residents' rights of choice, privacy, and dignity and be sensitive to each person's needs.
- Work with the care team on goals that are directly relevant to the daily life of each resident and his or her family members by implementing individualised 'active living' programmes.
- Demonstrate an ability to build and maintain relationships with people whose understanding is impaired and their families through good communication skills.
- Follow tailored plans of assistance for mobility, communication, social interaction, nutrition and physical care.
- Encourage residents to engage in physical exercises and activities to help increase strength and dexterity.
- Assist residents with their mobility when you have received training in the use of appropriate equipment. Take responsibility for the safe and proper use of such equipment.
- Work independently and with colleagues to maintain a stimulating and homely environment for each resident.
- Complete and maintain necessary daily records painting a full picture of social engagement, activities and physical care.
- Assist with serving meals and drinks and assist residents who are unable to feed themselves.
- Respect residents' rights for privacy making sure you maintain confidentiality at all times.
- Demonstrate socially and morally correct standards of behaviour in your day-to-day work.
- Liaise with other professionals and relatives to achieve the best outcome for each resident.
- Attend training as required to enhance and update your skills and maintain a record of your training.

- Maintain a safe environment for other colleagues, residents and visitors through an awareness of statutory requirements for fire, health and safety and manual handling policies.

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call Regional Director.

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 2018 and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

- ❖ This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
- ❖ This job description is subject to regular review and appropriate modification.

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good basic education, including English and Maths 	<ul style="list-style-type: none"> • Health & Social Care RQF Level 2 or equivalent (ie NVQ/apprenticeship) or willingness to work towards this
Experience	<ul style="list-style-type: none"> • Experience of caring for people 	<ul style="list-style-type: none"> • Experience of care of the elderly
Technical Skills	<ul style="list-style-type: none"> • Ability to communicate on the telephone • Good interpersonal skills • Good verbal and written skills • Able to confidently follow instructions • Able to maintain confidentiality • Able to prioritise workload • Able to use own initiative 	<ul style="list-style-type: none"> • Knowledge of care homes • Knowledge of dementia • Able to accurately record basic physical observations
Personal Qualities	<ul style="list-style-type: none"> • Ability to work with people from different cultures and backgrounds • Comfortable talking to and working with people from different professions • Adaptable, friendly, polite, courteous and caring 	