

JOB DESCRIPTION

JOB TITLE: Care Assistant
RESPONSIBLE TO: Lead Care Assistant
ACCOUNTABLE TO: Home Manager

Care UK's Values

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

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 to remain as active and independent as possible within the constraints of their condition.
- 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.
- Work flexibly, providing help with physical care as and when necessary to maximise opportunities for the residents to enjoy previous recreational interests, social and religious preferences.
- Respect the residents' rights of choice, privacy, and dignity and be sensitive to each persons needs.
- Work together with the team on goals that are directly relevant to 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.
- Offer many opportunities each day for residents to engage in situations with personal meaning, a sense of community, choices and fun.
- Take responsibility by following 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 having received training in the use appropriate equipment and will be responsible for the safe and proper use of such equipment.
- Work independently and show initiative at maintaining 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 feed residents unable to feed themselves.

- Respect rights for privacy and demonstrate high professional standards of propriety in their day-to-day work.
- Understand and maintain confidentiality at all times.
- Liaise with other professionals and relatives to achieve the best outcome for each resident.
- Attend training as required to enhance and update their skills and maintain a record of this training
- Maintain a safe environment for other staff, residents and visitors through an awareness of statutory requirements for fire, health and safety and manual handling policies.
- Undertake any other activities which may be deemed necessary by the senior staff in the home

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 RD

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.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 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.

I confirm I have read and understand this job description

Name of post holder

Signature

Date

HAZARDS					
Laboratory specimens	√	Clinical contact with patients/residents	√	Performing exposure prone invasive procedures	
Blood/body fluids	√	Dusty environment		VDU use	√
Radiation		Challenging behaviour	√	Moving and handling	√
Solvents		Driving		Noise	
Respiratory sensitisers		Food handling	√	Working in isolation	

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ Level 2 in Health & Social Care (or equivalent) Good basic education, including English and Maths 	<ul style="list-style-type: none"> Willing to work towards NVQ Level 3 in Health and Social Care
Experience	<ul style="list-style-type: none"> Experience gained in a healthcare setting Experience of care of the elderly 	<ul style="list-style-type: none"> Experience of the independent care sector
Technical Skills	<ul style="list-style-type: none"> Knowledge of dementia Ability to communicate on the telephone Good interpersonal skills Able to return information and carry out instructions accurately. Able to maintain confidentiality Able to accurately record basic physical observations Able to prioritise workload Excellent verbal and written skills Able to use own initiative 	
Personal Qualities	<ul style="list-style-type: none"> Ability to work in a multi-disciplinary team Adaptable, friendly, polite, courteous and caring Flexible attitude to work Mentally and physically fit to undertake the role 	