**ST PHILIP & ST JAMES RESIDENTIAL HOME**

 **JOB DESCRIPTION**

**POSITION:**  Care Assistant

**RESPONSIBLE TO:** Managers/Senior Carer

**JOB SUMMARY**

To provide a high standard of care in the home and undertake certain domestic duties.

To provide a safe and caring environment that promotes the residents’ physical, emotional and psychological well-being.

**RESPONSIBILITIES AND DUTIES**

|  |  |
| --- | --- |
| 1 | To provide personal care and support to residents with a wide range of needs. |
|  |
| 2 | To provide a high standard of care, including assisting residents’ with personal hygiene, continence, mobility, dressing and general care. |
|  |
| 3 | To ensure that duties delegated to you by a senior member of the team are carried out as required. |
|  |
| 4 | To ensure the residents’ privacy and dignity is maintained at all times |
|  |
| 5 | To ensure that residents rooms are kept neat and tidy. |
|  |
| 6 | To answer emergency bells or calls from residents immediately and seek further assistance if necessary. |
|  |
| 7 | To assist residents to access community facilities eg. Library, shops etc. |
|  |
| 8 | To handover/receive relevant information regarding residents welfare and care needs. |
|  |
| 9 | To read and follow residents care plans and update relevant documents eg. Daily care records. |
| 10 | To follow and assist with planning individual care by means of care planning. |
| 11 | To assist residents and to promote continence and complete records  |
|  |
| 12 | To communicate with the Managers and the person in charge both verbally and in writing about the residents’ general condition and developments in the home. |
|  |  |
| 13 | To promote a safe and caring environment maintaining general tidiness and promoting a homely atmosphere. |
|  |
| 14 | To work as a team with those staff on duty and communicate between each other. |
|  |
| 15 | To greet any visitor with courtesy and ensure identification is sought to maintain security. |
|  |
| 16 | To answer the telephone and take messages as required. |
|  |
| 17 | To adopt a positive and pleasant attitude, an approachable manner and give attention to residents’ needs. |
|  |
| 18 | To provide compassionate care by adopting the 6C’s (Care, Compassion, Competence, Communication, Courage and Commitment. |
|  |
| 19 | To maintain confidentiality when communicating with senior and other members of staff and residents and relatives. |
|  |  |
| 20 | To respect residents’ beliefs and values. |
|  |
| 21 | To conform at all times with the company health and safety at work policy. |
|  |
| 22 | To have knowledge of all policies and procedures within the home. |
|  |  |
|

|  |  |
| --- | --- |
| 23 | To conform at all times with the policies and procedures in the home  |

 |

|  |  |
| --- | --- |
| 24 | To be involved in the making of and serving of light meals and beverages. |
| 25 | To accompany residents to medical appointments if required to do so. |
| 26  | To assist in the serving of meals, laying of tables and clearing away after meals. |
|  |
| 27  | To assist residents with feeding at mealtimes if required. |
|  |
| 28  | To be aware of how and when to use the whistle blowing procedure. |
|  |  |
| 29  | To assist in the induction of new staff if required. |
|  |
| 30 | To assist in running activity sessions with residents as required. |
|  |
| 31 | To attend supervisory sessions and staff meetings as required. |
| 32  | To maintain accurate notes and records of residents and to hand over information to staff that is relevant to the ongoing care of individual residents. |
| 33 | To be available to attend all mandatory training and other appropriate training as determined by the training manager. This may be internal or external to the home. |
| 34 | To assist with taking laundry to residents’ rooms and putting it away if required. |
| 35 | To carry out such other duties as may be reasonably required by the Managers or person in charge.  |

**PERSON SPECIFICATION**

1. Have an interest in working with the elderly.

2. To be trustworthy, reliable, and honest.

3. To be organised and self-motivated.

4. To be flexible to the needs of the home.

5. To work unsupervised as required.

6. To be sensitive and caring.

7. To be a good team-player.

8. To have excellent communication skills.

**QUALIFICATIONS AND EXPERIENCE**

Experience of working in a care setting desirable but not essential.

A Care qualification is desirable but not essential.

Accepted and agreed by Employee

Signed ………………………………………….. Date …………………