**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**

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| 1 | | To provide personal care and support to residents with a wide range of needs. | |
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| 2 | | To provide a high standard of care, including assisting residents’ with personal hygiene, continence, mobility, dressing and general care. | |
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| 3 | | To ensure that duties delegated to you by a senior member of the team are carried out as required. | |
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| 4 | | To ensure the residents’ privacy and dignity is maintained at all times | |
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| 5 | | To ensure that residents rooms are kept neat and tidy. | |
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| 6 | | To answer emergency bells or calls from residents immediately and seek further assistance if necessary. | |
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| 7 | | To assist residents to access community facilities eg. Library, shops etc. | |
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| 8 | | To handover/receive relevant information regarding residents welfare and care needs. | |
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| 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 | |
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| 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. | |
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| 13 | | To promote a safe and caring environment maintaining general tidiness and promoting a homely atmosphere. | |
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| 14 | | To work as a team with those staff on duty and communicate between each other. | |
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| 15 | | To greet any visitor with courtesy and ensure identification is sought to maintain security. | |
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| 16 | | To answer the telephone and take messages as required. | |
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| 17 | | To adopt a positive and pleasant attitude, an approachable manner and give attention to residents’ needs. | |
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| 18 | | To provide compassionate care by adopting the 6C’s (Care, Compassion, Competence, Communication, Courage and Commitment. | |
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| 19 | | To maintain confidentiality when communicating with senior and other members of staff and residents and relatives. | |
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| 20 | | To respect residents’ beliefs and values. | |
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| 21 | | To conform at all times with the company health and safety at work policy. | |
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| 22 | | To have knowledge of all policies and procedures within the home. | |
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| |  |  | | --- | --- | | 23 | To conform at all times with the policies and procedures in the home | | | | |

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| 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. | |
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| 27 | | To assist residents with feeding at mealtimes if required. | |
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| 28 | | To be aware of how and when to use the whistle blowing procedure. | |
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| 29 | To assist in the induction of new staff if required. | |
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| 30 | To assist in running activity sessions with residents as required. | |
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| 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 …………………