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| **THE AMESBURY ABBEY GROUP** |

HEALTHCARE ASSISTANT ALL LEVELS

RESPONSIBLE TO: Home Manager

PURPOSE OF POSITION:

To provide the highest standard of quality care to all Residents, assisting them with their activities of daily living and respecting and upholding their rights, choices, privacy and dignity and empowering them to live as independently as possible.

PRINCIPLE RESPONSIBILITIES:

* To follow the ‘Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England’ understanding that you have a duty of care to ensure that your conduct does not fall below the 7 standards detailed in the code.
* To ensure Resident’s privacy and dignity is respected at all times when assisting with personal care.
* To work with Residents in such a way as to promote their equality, diversity and human rights.
* To take appropriate action to safeguard vulnerable adults in line with current legislation and best practice guidance.
* To assist with dressing, undressing, bathing and toileting as set out in their care plan using appropriate manual handling techniques and equipment and participating in the relevant training.
* To assist with grooming, brushing hair, shaving, brushing teeth etc as set out in their care plan.
* To assist with mobility and other physical disabilities and the use and care of aids and equipment as detailed in their care plan.
* To care for sick, elderly and frail Residents.
* To care for Residents who are receiving palliative care.
* To participate in the promotion of activities for Residents which enhance the health, welfare and comfort of each Resident. Providing a consistent, stimulating and caring environment including assisting with hobbies and recreation.
* To keep clinical areas clean and tidy, to maintain a safe and pleasant environment and contribute to the control of infection in clinical work areas.
* To complete accurate, factual and precise record keeping using ‘Person Centred Software Mobile Care Monitoring’.
* To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
* To support qualified staff in promoting the Resident’s nutritional and hydration needs. This may require you to assist in feeding Residents, assisting them to the dining room to allow them to eat their meals and serve trays to the Residents who choose to eat in their rooms.
* To make and change beds, tidy rooms, empty and clean commodes, bed pans, bottles etc adhering to the infection control policy.
* To inspect and collect Resident’s clothing for laundering.
* To answer the nurse call system promptly.
* To make visitors feel welcome. Provide refreshments/assistance as and when required.
* To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.
* To support qualified staff in the care planning process using ‘Person Centred Software’.
* *To ensure that junior healthcare workers are continuously performing to a satisfactory standard by assisting and guiding them where needed. To also report any concerns with practice to the nurse in charge or line manager. (Level 2, 3 and Senior HCAs only)*
* *To delegate effectively to junior healthcare workers ensuring you are aware of their competencies and abilities. (Level 3 and Senior HCAs only)*
* *To act as a senior member of the team ensuring new members of the care team are shown effective working practices and are working in line with all company policies and procedures. You will mentor new healthcare assistants through their induction if you hold this qualification. (Level 3 and Senior HCAs only)*
* *To act as a senior member of the team and a role model, taking on enhanced responsibilities allocated to you by the RGNs and assisting them in Resident’s care planning. (Seniors Only)*

ALL STAFF ARE REQUIRED TO:

* All employees have an individual responsibility tohave knowledge of, and employ the basic principles of, infection control practice and to ensureadherence to the requirements of the Group’s Infection Control Policy.
* To undertake training days/courses, on or off site, as and when required and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
* To greet all visitors with courtesy and to provide refreshments/assistance as and when required.
* Display a caring, compassionate and empathetic nature.
* To immediately report any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
* To immediately report any safeguarding concerns you may have, to the person in charge
* To notify your Line Manager, or the person in charge, as soon as possible if you are unable to report for duty, and also on your return to work from all periods of absence
* To promote and ensure the good reputation of the Home.
* To have regard to Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part3) and associated Fundamental Standards and CQC’s Key Lines of Enquiry.
* Workers are accountable for their own standards of practice and are expected to challenge non-compliance when observed to protect Residents and promote safety.
* To perform any other tasks that may be reasonably assigned to you.

*This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Amesbury Abbey Group reserves the right to amend this Job Description from time to time, according to Service and business needs. Any changes will be confirmed in writing. Please note that you share with Amesbury Abbey Group the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.*

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

**SIGNATURE …………………………………………………………**

**NAME …….......................................................................**

**DATE ...............................................................................**