



ST. GEORGE'S PARK

JOB DESCRIPTION

Job Title:	Care Assistant
Reporting to:	Home Manager
Job Summary:	The Care Assistant will be responsible for the provision of a range of care and support services of the Home and its residents. In addition to act as a key worker to specific residents.

Specific Duties:

To implement the Home's philosophy and ethos, forming a positive relationship with residents and creating a homely environment.

To be responsible for the day to day care of residents, ensuring that they receive assistance appropriate to their needs, to include:-

- Communicating effectively and spending time talking, listening and socialising with the residents.
- Acting as a key worker to specific residents, identifying their needs and endeavouring to meet and implement their requirements in line with the care plan.
- To become familiar with the individual care plans and to identify history preferences, wishes and needs of the resident.
- Apply person centred approach in promoting independence, whilst assisting with daily living skills, this may include washing, bathing, routine care of hair, teeth, nails and dressing.
- Promote pressure area care in line with the individuals care plan and complete appropriate documentation as required.
- Promote choice, self-esteem and wellbeing.
- Provide support to the individual, to use toilet facilities in ways that respect dignity and promoting continence.
- Following the agreed risk assessment processes and assist the individual to maintain comfort within their chosen area of the environment using correct moving and positioning techniques and equipment.
- Support individual at meal times, providing a pleasant environment and assistance with eating and drinking where necessary.

- Agree mobility activities with the individual and other relevant staff.
- Support individuals to use outside area to enhance the wellbeing of the individual and where agreed, assist with organised therapeutic activities.
- Provide dignity and support during end of life care.
- Hold awareness for the Gold Standard Framework.

Homes Duties:

To be responsible for ensuring that the Home functions efficiently and effectively maintaining a high standard by undertaking the following:-

- Ensure that the residents personal bedroom space is maintained appropriately, according to the individual choice.
- Follow basic hygiene requirements whilst assisting with meal times and providing drinks and snacks when requested.
- Follow the Homes policies and procedures for infection control.
- Assist any individual moving into the environment to become familiar and comfortable with their surroundings.
- Assist in the cleaning of equipment in the Home as well as undertaking other housekeeping functions as required.

Administration

- Ensure all necessary documentation is completed.
- To report faults / damage of property and equipment without delay.
- To report accidents to self, staff, residents and visitors.
- To assist with any enquiries using agreed policies and procedures.
- To take accurate messages and to ensure that they are passed on to the appropriate resident, member of staff of Home manager without delay.

General

- To participate in training in order to reach the required standards in the post to include hygiene, promoting continence, Moving and positioning, Safeguarding of Adults and other mandatory training requirements.
- To ensure confidentiality of all information relating to the residents and the Homes.
- To act in a responsible manner at all times.
- To build effective relationships that is respectful and supportive with residents visitors.
- To be respectful and supportive to residents and visitors.
- To welcome new temporary or permanent staff and assist with their orientation as directed.
- To act as a mentor to a new member of staff as required by the Home Manager.
- To attend and contribute to staff meetings as required.
- To comply with Home Dress Code at all times.
- To cover duties of other Care Assistants in their absence or as required by the Home Manager or Deputy Manager.
- To work in the other Homes as required by the Home Manager or Deputy Manager.

- To respect residents needs in relation to their specific requirements for personal care.
- To implement positively the Homes policies and procedures, codes and initiatives to include customer care and Health and Safety.
- To adhere to the Homes quality systems following the procedures as appropriate and as laid down in the procedure manuals and other guidance materials.
- To provide the highest quality service, incorporating best standards and practices and to work to continually improve standards promoting the Organisation to their clients and contacts.
- To undertake any other duties that might reasonably be required by the Home Manager.

Equality & Diversity

The post holder must comply with the Organisations equality and diversity policies and procedures and is willing to make a positive contribution to promotion and implementation.

Safeguarding Vulnerable Adults

Post holders have a general responsibility for safeguarding vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. Successful applicants will be required to undertake an Enhanced Disclosure check via the Disclosure and Barring Service (DBS).

Confidentiality

Post holders are required to observe strict and complete confidentiality regarding information obtained during their duties.

Note: No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

Personal Specification

Qualifications Educational/Professional	Desirable – Diploma in Health and Social Care (Level 2 or 3) or to be prepared to study for this qualification.
Work Experience	Desirable – Previous experience of undertaking personal care in either an employed or voluntary capacity. Experience of working with the elderly or those with special needs or to be able to demonstrate relevant experience of providing personal care to such client groups. Previous experience of moving and positioning or be prepared to attend training.
Abilities and Skills	Good interpersonal and presentation skills Good verbal communication skills and the ability to talk, listen to residents and other contacts both internally and externally. Written communication skills to maintain accurate records. Ability to react tactfully and diplomatically. Good organisational skills and the ability to work in a tidy and clean manner. Ability to be confidential at all times. Willingness to train in order to meet the requirements of the job. Ability to be flexible in covering or transferring to other Homes within the Organisation. An understanding of equal opportunities and commitment to its implementation. A commitment to caring and understanding of the needs of the elderly.