



JOB DESCRIPTION

JOB TITLE:	CARE ASSISTANT
DIRECTORATE:	ADULT SERVICES
SECTION/DIVISION:	RESIDENTIAL HOMES
GRADE:	BBCU4
DATE PREPARED:	16/02/2015
REPORTS TO:	HOME MANAGER

JOB PURPOSE:

As a member of the care team; to provide care to the highest standard in accordance with the needs of the resident as assessed and planned, whilst being respectful of the individuality, privacy and dignity of the resident at all times.

To help create and maintain a supportive, secure and friendly environment where residents can achieve maximum independence and choice.

MAIN DUTIES AND RESPONSIBILITIES:

- To support the physical and emotional needs of residents to enable them to maintain maximum independence in a safe environment.
- To assist with the serving of meals and provide individual resident support if needed. To prepare extra beverages and snacks as necessary.
- To support and assist the residents to engage in social activities and engagement.
- To participate in resident assessments, write up care plans and be involved in the reviewing process and complete any other relevant documentation.
- To assist in keeping accurate legible records in accordance with registration, legal and procedural requirements and to comply with all reporting procedures
- To inform Senior staff of changes to individual residents care needs or changes to their physical health. Assist in documenting where appropriate.
- To assist residents with appliances and aids e.g. walking equipment, artificial limbs, hearing aids, glasses etc.
- Disposing of continence materials in the appropriate manner.

- To administer prescribed medication to residents or support residents to take prescribed medication in line with organisational policy, if required.
- To inform other staff in matters of individual care, i.e. shift changes and handovers.
- To assist with washing, dressing, nutrition, elimination and personal hygiene in line with each resident's care plan.
- To undertake training to further enhance personal knowledge and service delivery. Attend relevant training courses.
- To care for customers clothes laundering when required.
- To support and escort residents to attend appointments outside of the home.



SELECTION CRITERIA

The Selection Criteria for the post should include **qualifications, relevant experience, skills/abilities and styles/behaviours** essential to perform the post

Criterion	
A	NVQ 2 in Care or equivalent - Desirable
B	Experience of working with or supporting older people and an understanding of the physical and psychological needs of older people
C	Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post, and also have good written communication skills.
D	Demonstrable evidence of promoting equal opportunities
E	Awareness of Safeguarding of Vulnerable Adults and responsibilities relating to the role of care assistant
F	The ability to co-operate and work as part of a team
G	A commitment to high standards of customer service
H	A commitment to promoting and supporting independence, choice, dignity and respect for all service users
I	Able to work some evenings, bank holidays and alternate weekends as rota'd to ensure continuity of care to residents
J	Able to use essential equipment such as wheelchairs, patient hoists, trolleys and handling sheets
K	Dependent upon location - An understanding of the needs of individuals living with dementia or a learning disability

DBS Check Required (please indicate the legal reason for DBS – if in doubt discuss with HR)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management)
GCSX/PSN User	<input type="checkbox"/> Yes – criminal records check for unspent convictions required <input checked="" type="checkbox"/> No
Work Related Travel (please indicate as appropriate)	<input type="checkbox"/> Not required <input type="checkbox"/> Ability to travel around the county <input type="checkbox"/> Designated car user
Health & Safety Risk Assessment (please indicate which are applicable)	<input checked="" type="checkbox"/> Manual Handling activities <input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input type="checkbox"/> Visual Display Equipment – regular use <input checked="" type="checkbox"/> Exposure to substances hazard to health <input checked="" type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> Risk of verbal abuse <input checked="" type="checkbox"/> Risk of physical assault <input type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles