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| **Job Title:** | **Nursing Assistant** |
| **Reports To:** | **Nurse in charge/Deputy Manager/ General Manager** |

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| **Job Summary:** | To ensure continuity of care to residents by promoting and delivering high standards of care, individually and safely, and supporting, demonstrating and instructing less experienced staff to enable them to fully contribute to the care team. |

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| **Role Responsibilities:** |
| * Provide staff support, demonstration and instruction of care activities, particularly in relation to the induction of new staff. * To enhance and promote the clients quality of life. * Participate in the rota, to ensure senior care support is available at all times * Assist residents in their personal care including toileting, bathing, dressing and undressing, ensuring optimum independence, dignity and respect of individuals. * Serve meals and beverages, encouraging and assisting in the feeding of residents requiring additional attention at mealtimes. * Regularly attend to residents with reduced continence control, toileting, cleaning and changing continence pads and removing wet or soiled clothing to ensure the resident remains comfortable and the risk of skin deterioration is reduced. * Carry out care activities in accordance with the care plan for less active and poorly residents, particularly turning and moving to reduce the risk of development of pressure ulcers, as requested by the person in charge. * Assist residents with restricted mobility to move to dining areas at mealtimes and other communal areas for social activities and stimulation and to the privacy of their bedrooms at their request. * Ensure bedroom areas are kept tidy, pleasant and comfortable by making beds, regularly changing bed linen and emptying commodes. * Responsible for the regular cleaning of equipment involved in personal care of residents, including commodes and wheelchairs. * Practice safe systems of work across the range of tasks and in particular moving and handling of loads, by assessing risk and having due regard for personal safety and the safety of residents, visitors and staff. * Have responsibility for co-ordinating documentation of individual plans of care and reporting back to person in charge. * Understand personal responsibilities with regard to Health and Safety at Work legislation, particularly in relation to moving and handling or residents and fire safety and evacuation procedures. * Act courteously toward residents and their visitors, respecting the dignity and individuality of each resident. * Ensure instructions from nurses are carried out by the team and if not possible feedback is given to the nurse. * Contribute fully to team working, responding positively to colleagues and acting all reasonable work instructions promptly and promoting good anti-discriminatory practice. * Take reasonable care of items of equipment used to carry out tasks, including general cleanliness and advising on any faults or the need for maintenance or replacement in line with Home budget. * To contribute and participate in staff meetings and staff training. * To adhere to Home policies and Procedures. * Responsible for the safe and tidy storage of supplies and equipment. * Knowledge of MCA / DoLS. * Oversee the work of Care Assistants to ensure standards being met. * Mentor and support all care staff. * Promote a positive team approach to resident care. * Carry our regular staff supervisions. * **This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** | | |
| **Experience** | **Essential/Desirable** | **Assessment** |
| 2 years’ experience working with the client group |  |  |
| NVQ 2 or equivalent in care for care homes, working towards NVQ 3. |  |  |
| **Knowledge/Skills & Abilities** |  |  |
| Knowledge of Health & Safety, particularly moving and handling techniques, fire safety and COSHH. |  |  |
| Knowledge of the National Minimum Standards and mandatory training needs of staff |  |  |
| Ability to communicate effectively both verbally and in writing. Computer skills are an advantage. |  |  |
| Demonstrate the ability to lead staff and act responsibly in the absence of the Deputy and Home Managers. |  |  |
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| Values – I am fully committed to being:   * Caring * Supportive * Honest * Respectful * Accountable | | |

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| Agreement: | | | |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:** |  | **Date:** |  |