|  |  |
| --- | --- |
| **Job Title:** | **Care Assistant** |
| **Reports To:** | **General Manager/Deputy Manager/Team Leader/Senior Care Assistant** |

|  |  |
| --- | --- |
| **Job Summary:** | Delivers high standards of personal care, contributing fully to the care team to ensure continuity of services to residents. |

|  |
| --- |
| **Role Responsibilities:** |
| * Deliver high quality care, ensuring residents receive care based on best practice. * Assist residents in all their personal hygiene care ensuring optimum independence, dignity and respect of individuals at all times. * Serve meals and beverages when required, encouraging and assisting those residents who require additional attention/support at meal service. * Carry out care activity in accordance with the care plan for residents. * Ability to recognise and understand clinical risk areas in residents e.g.; weight loss, pressure sores, risk of falls, sign of infections and escalate any identified risks in a timely manner * Ensure bedroom and en-suite areas are kept clean and tidy, pleasant and comfortable by making beds, regularly changing bed linen, maintaining en-suite cleanliness. * Responsible for the regular cleaning of equipment involved in personal care of residents, including bedside tables, 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 colleagues. * Understand personal responsibilities with regard to Health and Safety at Work legislation, particularly in relation to moving and assisting of residents, fire safety and evacuation procedures. * Understand personal responsibilities with regard to confidentiality and GDPR * Understand your personal responsibilities for infection prevention and control * Act courteously towards residents and their visitors, respecting the dignity and individuality of each resident. * Contribute fully to team working, responding positively to colleagues and actioning all reasonable work instructions promptly. * Take reasonable care of items of equipment used to carry out tasks e.g.- hoists, including general cleanliness and advising on any faults or the need for maintenance or replacement. * Responsible for the safe and tidy storage of supplies and equipment. * To attend and contribute in Staff meetings * Attend appropriate internal and external training courses, supervisions and appraisals to maintain own personal development. * To adhere to home policies and procedures.   **This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

|  |  |  |
| --- | --- | --- |
| **Person Specification:** | | |
| **Experience** | **Essential/Desirable** | **Assessment** |
| Willingness to gain NVQ 2 or equivalent in care for care homes | E | Interview |
| Existing Care Certificate | D | Application form |
| None required as full training will be offered | D | Application form |
| **Knowledge/Skills & Abilities** |  |  |
| Ability to communicate effectively both verbally and in writing | E | Application form/interview |
| Demonstrate initiative and be respectful towards the residents and other people in the home | E | Interview |
| Efficient worker who can carry reasonable instructions from other team members | E | Interview/references |
| Have a positive attitude to enhancing care of the residents | E | Application form/interview |
| Demonstrate a caring and compassionate approach towards the residents and families | E | Interview/references |
| Able to be adaptive and flexible to cover a range of responsibilities at short notice | E | Interview |
|  | | |
| Values – I am fully committed to being:   * Caring * Supportive * Honest * Respectful * Accountable | | |

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