

JOB DESCRIPTION

Job Title: Care Assistant

Reporting to: Senior Care Assistant

Job Purpose

Care assistants provide the highest possible standards of care and service to all the residents, whether working individually or as part of a team.

Job Duties

- In accordance with the home's statement of purpose, stated core values, aims and objectives and philosophy of care, help residents with activities that they would usually perform (or have in the past performed) themselves but cannot now do so without assistance. Encourage and support the optimum level of independence while maintaining residents' dignity and self-esteem.
- Provide care as laid down in the care plans and under the direction of the manager.
- Contribute to the updating, development and review of care plans, ensuring the involvement of residents/representatives at all times.
- Carry out your duties as key worker to nominated residents under the management and supervision of your line manager.
- Participate in social and therapeutic activities with residents, both inside and outside the home. Travel with and supervise residents who take part in activities and events outside the home, as directed by the line manager.
- Develop positive, helpful and caring relationships with residents and their families, as required.
- Report to your line manager any changes or deterioration that you observe in the health and general condition of residents, any personal or emotional problems that you become aware of and any matter which has (or could potentially have) a bearing on the overall well-being of the residents.
- Make and change beds, mattresses and bed linen.
- Carry out regular checks on residents throughout the day/night, working as a team with the senior care assistants and clinical leads, where applicable.
- Promptly answer promptly all nurse alarm calls, assessing each situation and dealing with any resident who seeks help. In an emergency, summon a senior care assistant or clinical lead and, if necessary, call the emergency GP and/or summon an ambulance.
- Support residents who need help or reassurance, providing drinks or refreshments where required.

- Assist with palliative care for terminally ill residents.
- Be aware of and comply with health and safety and infection control regulations, reporting any actual or potential hazards to your line manager.
- Adhere to the GSCC code of conduct.
- Be aware of CQC fundamental standards.
- Always maintain absolute discretion and confidentiality.
- Take every opportunity to improve your skills and knowledge, both by self-development and by participating in training organised inside the home and by external suppliers.
- Always follow the home's written policies and procedures.
- Assist in the development of the company's philosophy of person-centred care and strive to achieve associated goals.
- Understand and promote the company's core values.
- Work weekly contacted hours, as agreed with the home manager, and as specified on the home's staffing rotas, including at weekends and during public holidays.
- Bear in mind that all shifts (including night shifts) are waking shifts.
- Complete any mandatory training specified during the induction period, and thereafter, to ensure that you are competent to fulfil the responsibilities of your role.
- Share information, where appropriate, with key partners, working to data protection and Caldecott principles.

Specific Qualifications/Skills/Attributes

- Preferably qualified to Level 2/3 in Health and Social Care
- A professional, reliable and flexible attitude
- Ability to work individually or as part of a team
- A respectful, courteous, patient and compassionate manner
- Strong written and oral communication skills

This job description is not exhaustive and other duties may be required according to the needs of the home.