



Job Description

Job Title: Care Assistant	Department: Clinical and Non Clinical
1. Job Details (a) Responsible to: Shift Leader (b) Accountable to: Home Manager	
(c) Working Hours: various at night. (d) Salary Range: Competitive rates which will be shared during interview.	
(e) Essential Qualifications : <ul style="list-style-type: none"> • GCSE's (or equivalent) Maths & English • NVQ Health and Social Care Level 2-3 	
(f) Essential Experience: <ul style="list-style-type: none"> • Experience of care of the elderly and people living with dementia • Experience of working with other care workers under supervision on a shift 	
2. Job Summary: To assist the Shift Lead in all aspects of carrying out a care duties on a shift. Assisting the shift leader on duty in the smooth running of the home, ward, floor or unit in a care facility.	
3. Key Tasks: <ul style="list-style-type: none"> • To carry out care duties as prescribed duties in the standard operating procedures. • To ensure resources are managed effectively. • To participate in the formulation and monthly review of Personal Care Plans in line with the residents' needs. • To support each of the residents to remain as active and independent as possible within the constraints of their condition. • Demonstrate skill and imagination in helping residents deal with everyday difficulties arising from their physical and mental health. • Encourage and support each resident to do as much as possible for themselves in all aspects of daily living, which will include washing, dressing and continence. • Use initiative and imagination in helping residents succeed at familiar tasks. • Work flexibly, providing help with physical care as and when necessary to maximise opportunities for the residents to enjoy previous recreational interests, social and religious preferences. • Respect the residents' rights of choice, privacy and dignity and be sensitive to each individuals' needs. • Work together with the team on goals that are directly relevant to daily life of each resident and their loved ones by implementing individualised 'active living' programmes. • Demonstrate an ability to build and maintain relationships with people whose understanding is impaired and their families through good communication skills. • Take responsibility for following the individual residents care plans including mobility, communication, social interaction, nutrition and physical care. 	

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Company Number: 14230155.
 Registered address for the Company.
 84a Hillcrest Avenue, SS5 6HE, Essex, United Kingdom.

- Encourage residents to engage in physical exercise and activities to help increase strength and dexterity.
- Assist resident with their mobility having received training in the use of appropriate equipment and will be responsible for the safe and proper use of such equipment.
- Work independently and show initiative at maintaining a stimulating and homely environment for each resident.
- Complete and maintain necessary accurate and timely daily records via the point of care system.
- Complete necessary incident reports when required and raise all incidents with the shift leader on duty.
- Assist with serving meals and drinks and feed residents unable to feed themselves.
- Understand and maintain confidentiality at all times.
- Liaise with other professionals and relatives to achieve the best outcome for each resident.
- To work as an advocate for excellent Health and Safety working practices.
- To actively display and promote the Company's Values.
- To remain fully compliant on all mandatory training.
- To be sensitive to the privacy and individual needs of the residents.
- To promote Equality and Diversity in the workplace.
- To be aware of GDPR issues and confidential privacy requirements for patients and staff.
- To report untoward incidents such as abuse and confidentiality breaches.
- To be aware of the whistle blowing procedures and requirements.
- To be aware of deprivation of liberty and mental capacity (Dols)

4. Person specification

- Excellent communication skills.
- Empathy and consideration to individuals and situations
- Open to change
- Champion of Organisations vision and values
- Ability to work on own initiative in a fast pace environment
- Ability to manage conflicting priorities in an effective and timely manner

5. Our Core Values

Distinguishing: our work from others.

Collaborative: giving everyone an opportunity to participate and thrive.

Passionate: about our business which shows through commitment and energy in what we deliver.

Reliable: we will not promise what we cannot deliver.

Adaptable: open to change and new ideas, challenging the status quo whilst continuing to learn and improve our business.

Author: Administrator

Date: 10/11/2022

Please note: The above duties, responsibilities and activities may change, or new ones may be assigned at any time.

I have read and understand the Job Description for the Health Care Assistant role:

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Name:.....

Signed:.....

Date:.....

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