



## **JOB DESCRIPTION**

**JOB TITLE:** Care Assistant  
**DEPARTMENT:** Care Services  
**RESPONSIBLE TO:** Registered Nurse  
**RESPONSIBILITY FOR:** No staff responsibility  
**MAIN JOB PURPOSE:** Providing holistic, respectful, person centred Care & Support to service users and their families.

### **Main Duties and Responsibilities**

Under the direction and guidance of a registered nurse the post holder will

- 1) Support service users' rights to control their lives and make informed choices about the services they receive.
- 2) Respond to service users calls as soon as possible in a polite and professional manner.
- 3) Respect and maintain the dignity and privacy of service users
- 4) Deliver person centred care as detailed in the personal care plan, with a view to promoting individuality and independence.
- 5) Help in the use and care of aids and personal equipment.
- 6) Update and maintain records and reports in a clear and accurate manner
- 7) Alert the Registered Nurse to concerns about the care and wellbeing of residents
- 8) Act as a Key Worker for a group of residents
- 9) Keep up to date membership of a professional body such as SSSC'
- 10) Be responsible for attending mandatory and other training as discussed at staff meetings and supervision in order to maintain Continuing Professional Development.

### **Key Performance Responsibilities:**

#### **Financial and Non- financial Asset Responsibility**

Responsible for assisting: –

- Service users to care for their possessions
- In ensuring the safe use of equipment in the home
- In ensuring the environment meets service users' needs.

## **Accountability, Judgement and Decision Making**

In consultation with Care Home Management, responsible for assisting in:

- Implementing service users personal plans and making any recommendations for changes to the Registered Nurse
- Following prescribed personal plans accurately.

## **Job Complexity and Responsibility**

Responsible for: –

- Operating equipment safely in a way which reduces potential risks
- Maintaining a consistently high standard of cleanliness to minimise the risk of spreading infection
- Ensuring that all Health and Safety training is put into practice.
- Reporting incidents, accidents and complaints to a Registered Nurse.
- Carrying out the correct procedure in the event of a fire
- Complying with all policies and procedures.

## **Communication and Relationships – External and Internal**

Responsible for: –

- Communicating clearly in an open, polite, straightforward way.
- Respecting confidential information
- Communicating relevant information to service users, colleagues and relatives
- Working within the Care Team assisting colleagues as and when required under the guidance of the Registered Nurse
- Attending meetings as required

## **General**

- To undertake ongoing learning and professional development as necessary to maintain high standards in the quality of work, as outlined in the Job Description. This includes participation in regular one to one supervision sessions with a designated supervisor and participation in the annual performance appraisal review.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any other of the Associations establishments.
- This job description also applies to night workers although it is expected there will be a reduction in service users needs at night therefore night workers will be required to be flexible in the role and assist with administrative and domestic tasks as required.

## PERSON SPECIFICATION

CRITERION	ESSENTIAL	DESIRABLE
<b>Qualification/Professional Membership</b>		
▪ SVQ Health and Social Care Level 2 or equivalent – (proof of qualifications will be required)		✓
▪ Candidate has stated on application form that they are willing to commit to gain SVQ2 qualification (if applicable)	✓	
▪ Moving & Handling Certificate		✓
<b>Experience/Knowledge</b>		
▪ Experience of caring for the elderly or other relevant work experience		✓
▪ Knowledge and understanding of the needs of older people		✓
▪ General understanding of ‘person centred’ care philosophy		✓
▪ Knowledge of the National Care Standards		✓
▪ Knowledge of Health & Safety issues		✓
▪ Knowledge of Food Hygiene		✓
<b>Skills/Abilities</b>		
▪ Effective oral and written communication skills	✓	
▪ Organisational skills	✓	
▪ Ability to work as part of a team	✓	
▪ Awareness of basic core social care principals	✓	
▪ Ability to balance older peoples rights to independence with the need to maintain safety	✓	
▪ Ability to maintain a safe and healthy work environment	✓	
▪ Ability to recognise need for and practice confidentiality where appropriate	✓	
<b>Others</b>		
▪ Flexible approach to shifts worked to account for emergencies and unplanned cover requirements	✓	
▪ Must have the right to work in the UK (evidence will need to be provided on appointment)	✓	
▪ Be willing to undertake training	✓	
▪ Satisfactory PVG Check	✓	

Print name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_