

# Values-Based Job Description & Person Specification



Care Assistant

## Role Details

<b>Job Title:</b>	Care Assistant
<b>Reports to:</b>	Senior Care Assistants, Supervisors, Deputy & Manager
<b>Job Overview:</b>	<p>To provide care in accordance with best practice and legislative requirements, reflecting policies and procedures and agreed standards under the direction of the Senior Carer/Nurse</p> <p>To support and enable service users to maintain skills and personal interests while delivering person-centred care unique to each individual.</p> <p>To maintain skills at a current level and undertake such training and development as required, from time-to-time, to maintain and progress knowledge.</p>
<b>Location:</b>	Newline Care Home, but you may be required to work from another location at the discretion of the company and with appropriate notice.
<b>Working Hours:</b>	Variable rota in agreement with management, working alternate weekends and Annual Leave cover.

## Responsibilities and Duties of the Job

The Care Assistant's responsibilities include but are not limited to the following:

Ensure that service users are at the heart of care delivery and their wishes and preferences are taken into consideration to enhance their wellbeing, ensure that their personal environment is left clean, tidy, and presentable.

To contribute to the efficient running of the service through regular communication with all others on duty on shift, ensure that all documentation is maintained on the Person Centred Software, that your Senior on Duty is aware when you are leaving the working communal areas, answer the phone/door and communicate any information given to you.

<b>Role Specific duties:</b>	<p>Support service users to maintain their relationships and connections with the local community.</p> <p>Ensure care plans and other information about how to support service users are followed, maintain the support and assistance that has been identified within the service user care plans by following and completing the planned care for each individual within the planned time frames (RED FLAGS)</p>
------------------------------	--

## Values-Based Job Description & Person Specification



### Care Assistant

Be responsible for informing the Senior Care on Duty of any visible/identified changes in the needs of service users and missing or depleted provisions including prescribed creams.

Be responsible for promoting and safeguarding the welfare of those individuals they support.

Develop effective working relationships with other employees within the service.

#### **Working with Others:**

Work in cooperation with members of the multidisciplinary teams to maximise opportunities for service users.

If desired by the service user, maintain and develop relationships with their family, friends, and other people important in their life.

#### **Other duties and responsibilities to be undertaken may include any (or all) of the items in the following list:**

#### **Other Duties:**

Co-operate with the implementation and induction of all new employees.

Be responsible for promoting and safeguarding the welfare of those individuals supported by the service.

Promote a positive image for the people and employees of the company. When deemed necessary you will be required to oversee/step into other roles within the care home to maintain the safety and smooth running of the care home

#### **Personal and Professional Development**

Understand the regulatory framework that governs the service, including the role of the CQC and its requirements.

Commit to achieving the relevant qualifications commensurate with the role

Attend statutory training and any other training as directed by management

Understand and follow all policies and procedures relevant to the role.

Be open to learning opportunities.

## Person Specification

The Care Assistant will be able to share with other staff in meeting the personal needs of residents in a way that respects the dignity of the individual and promotes independence and to help in the general day today activities of the home. Care provided by care assistants is expected to include care that would reasonable be given by members of the residents own family. The Care Assistant will be

## Values-Based Job Description & Person Specification



### Care Assistant

able to follow and carry out any/all instruction/guidance given by the Senior on Duty.  
The Care assistant will have good interpersonal and communication skills. Good team working and organisational skills, adaptable to change and effective time management.  
The Care Assistant have an understanding, acceptance, and adherence to the need for strict Confidentiality, be aware of their own limitations, work under pressure and remain calm at all times. The Care Assistant will be efficient in their manner, maintaining dignity and privacy at all times.

### Qualification Requirements

Care Certificate (Acquired or working towards)  
Health and Social Care Qualification Level 2, 3, Or 5 (Acquired Equivalent or working towards)

### Specific Requirement for Skills

#### Communication Skills

Participate in the maintenance of the company's Person Centred Management information system.  
Knowledge of The Mental Capacity Act/Liberty Protection  
Attend meetings as per instruction of management of the home.  
Communicate any changes/implementations to all relevant staff.

**Maintain confidentiality at all times.**

#### Problem-solving Skills

Systematically solve day to day problematical issues that may arise.

### Values-based Personal Qualities

Working Together    Involve colleagues, service users and friends/families of Newline. Speak up when things go wrong.

## Values-Based Job Description & Person Specification



### Care Assistant

Respect & Dignity	Understand person-centred care and can demonstrate treating people as individuals and respecting choices. Promoting independence and encouraging appropriate risk taking
Everybody Counts	Ensuring no one is discriminated against or excluded. Understand human rights and impact on care delivery. Facilitating people to “speak up” about concerns and acting upon them
Commitment to Quality of Care	Striving for quality in everything we do recognising and understanding what quality in care means for people using the services. Being accepting about criticism and focusing on improvement Being open to new opportunities for learning and identifying the limits of skills and knowledge.
Compassion	Treating people with kindness Understanding the importance of empathy in all areas of employment. Understanding the values of others and always providing a caring service
Improving Lives	Focus on how things could be done better and sharing ideas. Understanding of Wellbeing and what is important to people using the service. Improving outcomes for people Ensuring appropriate services are provided for people using the service.