

## JOB DESCRIPTION

<b>Job Title:</b>	Care Assistant
<b>Reports to:</b>	Registered Manager
<b>Scope:</b>	Abbeyfield The Dales

<b>Key objectives:</b>	<ul style="list-style-type: none"> <li>✦ To participate in the delivery of care to the residents to ensure that their physical, social, intellectual, emotional needs and personal care are met and ensuring dignity, choice, independence and respect</li> <li>✦ To ensure that all aspects of the regulatory framework are met</li> <li>✦ Consult with residents and the senior team to assist in developing individual care plans for residents.</li> <li>✦ Work effectively with others to ensure that resident's needs are met.</li> <li>✦ To promote and encourage independence at all times to enable residents to achieve their own personal goals and objectives.</li> <li>✦ To provide support and security to residents at all times.</li> </ul>
<b>Main Tasks:</b>	<p><b>Resident care and support</b></p> <ul style="list-style-type: none"> <li>✦ To ensure each resident receives assistance with all elements of their personal care to include washing, dressing and assisting residents in all aspects of daily living as required.</li> <li>✦ To participate with the team for continual monitoring of each residents health needs. To include appropriate liaison with senior and relevant staff.</li> <li>✦ To ensure residents choice and independence is respected and have knowledge of residents risk management plans.</li> <li>✦ To assist residents with mobility problems and other physical disabilities, including incontinence, and with the use and care of aids and personal equipment.</li> <li>✦ To help serve meals, prepare and clear dining room and assist residents with eating as required.</li> <li>✦ To make beds, tidy rooms, and emptying of commodes.</li> <li>✦ To care sensitively to residents who are unwell or requiring palliative care. <ul style="list-style-type: none"> <li>✦ To escort residents to hospital out-patient appointments as required.</li> </ul> </li> <li>✦ To answer emergency bells and the door and greet visitors in a courteous manner.</li> <li>✦ To participate in the key worker system as defined within the establishment.</li> <li>✦ To encourage residents to be involved in, welcome and encourage their participation in activities so that they can participate and remain emotionally and intellectually stimulated.</li> <li>✦ Assist as required with social functions that take place.</li> <li>✦ Support and work closely with families and friends offering them professional and emotional support, sensitive to individual need.</li> <li>✦ To assist as directed, in the preparation, implementation, review and update of all residents care plans in line with their personal wishes and preferences in accordance with Abbeyfield The Dales policies.</li> <li>✦ To perform such other duties as may reasonably be required.</li> </ul> <p><b>The job description is not an exhaustive list of duties. Staff are expected to perform different tasks as necessitated by their changing role within the organisation and the overall needs of the business as directed by the management team.</b></p>

	<p><b>General duties</b></p> <ul style="list-style-type: none"> <li>✦ Understand and observe all relevant regulations and Abbeyfield The Dales policies and procedures.</li> <li>✦ Be familiar with the administrative records and ensure that all records are kept up to date.</li> <li>✦ To follow appropriate procedures in the event of accidents/ emergencies e.g. fire, missing residents.</li> <li>✦ Ensure that all areas are safe and secure at all times whilst on duty.</li> <li>✦ To report and advise the relevant persons with respect to the repairs and maintenance of the establishment.</li> <li>✦ Undertake cleaning and laundry duties as outlined by Manager to maintain a clean and safe living and working environment at all times.</li> </ul>
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<b>General Requirements:</b>	<ul style="list-style-type: none"> <li>✦ To be flexible about working hours.</li> <li>✦ To be approachable and supportive to staff and managers.</li> <li>✦ To attend staff meetings when appropriate and to be available for one to one sessions as agreed.</li> <li>✦ To attend appropriate training and development sessions as agreed with the Manager.</li> <li>✦ To maintain confidentiality at all times.</li> <li>✦ To carry out any reasonable duties as requested by the Manager.</li> <li>✦ To be aware of and comply with safe working practices as laid down by the Health and Safety at Work Act.</li> <li>✦ To uphold and promote equal opportunities in employment practice and service delivery.</li> </ul>
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<b>CANDIDATE PROFILE</b>	
<b>Essential Requirements:</b>	<b>Desirable Requirements:</b>
<p><b>A.</b> Ability to communicate and interact well with people</p> <p><b>B.</b> To be able to read, write and work with numbers to a good standard</p> <p><b>C.</b> Ability to work well as part of a team.</p> <p><b>D.</b> A willingness to undertake training to achieve NVQ Level 2 qualification or equivalent</p> <p><b>E.</b> Demonstrate an empathy and understanding of the needs of older people</p> <p><b>F.</b> Ability to carry out all aspects of the role to a high standard at all times</p>	<p><b>G.</b> Experience in a similar role within a health or social care setting</p> <p><b>H.</b> A relevant NVQ Level 2 qualification or equivalent.</p> <p><b>I.</b> Working in services for older people</p> <p><b>J.</b> Evidence of continuing training and development.</p>