

## JOB DESCRIPTION

<b>Job Title:</b>	Care Assistant
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<b>Reports to:</b>	Manager
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<b>Scope:</b>	Abbeyfield The Dales
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<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 and emotional needs 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>
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<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 help residents with mobility problems and other physical disabilities, including incontinence, and in 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.</li> <li>▪ To escort residents to hospital out-patient appointments as required.</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>
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	<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>