



Care Assistant

Job purpose

As a member of the St Ewold's Care Home (the 'Home') Team, the Care Assistant's role is to apply the philosophy of care within the Home as laid down by the Management Team, working to the highest standards of care and ensuring that legislative and regulatory requirements are followed, and guidelines as to the safeguarding of vulnerable adults are adhered to.

Principal Duties and Responsibilities

A Care Assistant is responsible for the well-being and care of the residents in the Home, ensuring that all care services offered are in line with agreed internal and external policies and legislative requirements, and supporting the delivery of the Home's overall objectives.

Care Provision

The Care Assistant is responsible for the provision of efficient and effective care and engagement services, specifically including but not limited to:

- To provide personal care and support to residents with a range of mobility problems, illness and other disabilities;
- To encourage social, physical, emotional, intellectual and moral development to enable residents to realise their own potential;
- To know and understand the care and support of individuals;
- To undertake tasks detailed in residents' care and support plans using a person-centred approach and in the least intrusive way;
- To assist residents who need help with dressing and undressing, bathing and toileting, and getting in and out of bed;
- To assist residents to care after their skin, teeth, hair and nails;
- To assist residents with continence management;
- To assist in the use and care of aids, e.g. glasses, hearing aids, dentures and other personal equipment;
- To use manual handling equipment safely and correctly;
- To assist residents with their medication at the agreed level of support (if trained to do so);
- To help in the promotion of diversional therapy and social activities within the Home;
- To take responsibility for the safe handling of property and equipment belonging to residents;
- To make and change beds, tidy rooms and empty and clean commodes following infection control protocol;

- To ensure a safe living environment for the residents, whilst respecting the residents' choices and rights;
- To care for residents who are temporarily sick and needing, for example, bed-bathing or minor dressings;
- To set tables and trays for all meals, serve meals, feed residents requiring help, and tidy and clear the dining room;
- To answer emergency bells and telephone and greet visitors;
- To provide companionship to individuals, actively talking and listening to them about their interests;
- To accompany residents on social outings/hospital appointments;
- To mentor and supervise new staff during their induction period when requested;
- To create and maintain good professional relationships with residents, their families and friends and other colleagues, promoting a good working atmosphere by actively supporting other care workers;
- To collaborate with other staff in meeting the personal care needs of residents in a way that promotes the dignity, choice, fulfilment and other rights of the individual without unnecessarily infringing on their need for independence and privacy; and
- To make positive contribution towards promoting and ensuring an emotionally secure, consistent, warm, supportive and caring environment.

Recording and Reporting

- Maintain detailed accurate records in respect of care, support and tasks undertaken;
- Maintain accurate records of medications administered (if trained to do so);
- Regularly read care plans and acknowledge changes;
- Read and write reports, including verbal hand-overs at shift change;
- Protect the confidentiality of all information relating to individuals and do not divulge information to anyone who is not authorised to receive it;
- To promptly report to person in charge any issues concerning care, support, well-being or behavior of residents, and update records accordingly;
- To continue to monitor where concerns have been reported and recorded;
- To recognise signs of abuse, and immediately report abuse or suspected abuse to Manager/person in charge;
- To report any complaints to Manager/person in charge;
- To report and record any accidents/incidents relating to residents, visitors or staff to person in charge; and

- Immediately report to Manager/person in charge any absences, sickness or lateness from duty.

General

- To dress appropriately, wearing uniform and personal protective equipment provided by the Home;
- To attend and participate in care, staff and any other relevant meetings;
- To attend in-house and external training(s) pertinent to job role;
- Maintain up to date mandatory training requirements; and
- Attend supervisions and appraisals when requested.

Health and Safety

- Ensure that you work in a safe environment in accordance with the Health and Safety at Work Act, and adhere to the Home's health and safety policies and procedures, raising any concerns to Manager/person in charge;
- Take responsibility for your own health and safety and that of others who may be affected by your acts or omissions;
- Observe Manual Handling guidelines as laid down by the Home's Management Team;
- To read and abide by the guidelines, policies and procedures of St Ewold's Care Home;
- Be fully aware and comply with infection control policy and procedures and appropriate hand hygiene technique;
- Report immediately to person in charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or other;
- Report to person in charge any faulty or damaged equipment or potential hazards;
- Be conversant with procedures adopted in the case of fire; and
- Adhere to the Home's smoking policy when permitted during authorised breaks and in designated smoking area.

The above does not purport to be an exhaustive list of duties but is intended to indicate the range and type of duties required. The duties of the post may alter to reflect changing practices within the Parish strategy.

Parish-wide Responsibilities

- Participate in the development of health and safety plans for the Home;
- Champion the objective 'to meet our residents' needs and expectations' across all Parish activities; and
- Engender a reciprocal positive, supportive culture where staff and stakeholders are engaged.

Engagement with Parish Life

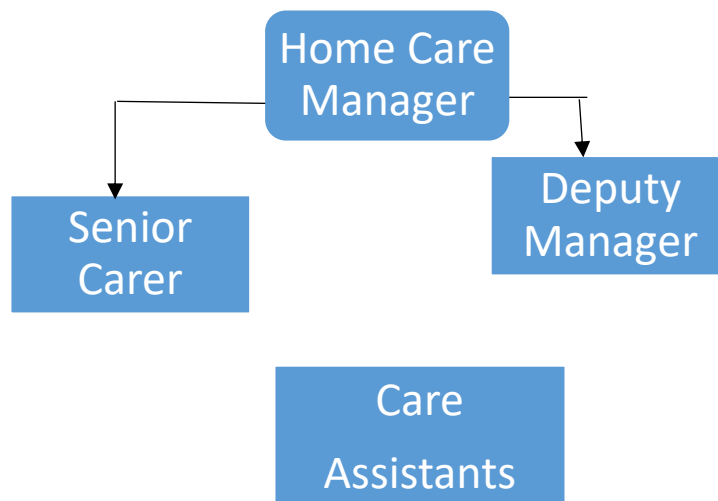
As a Care Assistant within the Parish, the post-holder is expected to proactively engage in Parish life and demonstrate the appropriate ambassadorship of the Parish at all times.

Working conditions

This role will be based in St Ewold's Care Home. The nature of this role may require some attendance at meetings and events outside of normal working hours.

Reporting Lines

This role reports directly to the Management Team of the Home:



Person Specification: Care Assistant

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Commitment to undertaking relevant training and development, including RQF Level 2 and Level 3 Medication Training as a minimum • Non RQF – required to complete Care Certificate within 12 weeks • A good standard of general education • DBS Clearance 	<ul style="list-style-type: none"> • RQF Level 3 in Health & Social Care including Level 3 Medication Training
Previous Work Experience	<ul style="list-style-type: none"> • Understanding of how rights, dignity, privacy, respect and choice are important when providing care and support. 	<ul style="list-style-type: none"> • Experience of working with elderly and vulnerable adults as a Care Assistant in a Hospital/Care Home setting • Understanding of the provision of holistic person-centred care
Knowledge and Skills	<ul style="list-style-type: none"> • A good working knowledge of the requirements of the Care Commission standards and The Code of Practice for Care Assistants in Jersey. • Good standards of communication skills including good standards of oral and written English 	<ul style="list-style-type: none"> • A good awareness of Health & Safety legislation • A good knowledge of infection control risks and resolutions • A current Safe Handling certificate • A good understanding of Safeguarding Adults at Risk
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Having a caring, patient and empathic nature • Ability to work under own initiative and at the same time as part of a committed team • Ability to relate to the elderly, showing sensitivity to their needs and demonstrating respect • Positive approach to customer care and service delivery • Ability to multi-task as various priorities can occur at the same time • Good organizational and time management skills • Reliable and dependable • A committed approach to providing a quality service 	<ul style="list-style-type: none"> • A good sense of humour • A second language

Other requirements	<ul style="list-style-type: none"> • Able to work at short notice to cover sickness/absence • Able to undertake shift work including weekends and Bank Holidays • DBS clearance • Good standard of fitness levels for manual handling of clients and usage of various equipment 	
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I confirm that the contents of the Job Description are a true reflection of the job as at today's date:

Employee signature:

Print name:

Date:



Approved by:	<i>Chief Executive Officer</i>
Date approved:	<i>Xx/xx/xx</i>
Scheduled Review Date	<i>2020</i>