

JOB DESCRIPTION  
FOR  
DAY CARE ASSISTANTS  
IN THE PARISH OF ST. HELIER'S RESIDENTIAL HOME

**PRINCIPAL RESPONSIBILITIES ARE TO:-**

1. Share with other staff in meeting the personal care needs of residents in a way that respects the dignity of the individual and promotes independence.
2. Assist residents who need help with dressing undressing, bathing and toileting.
3. Help residents with mobility problems and other physical disabilities including incontinence and help in use and care of aids and personal equipment.
4. Help in the promotion of diversional therapy and social activities within the Home.
5. Make and change beds, tidy rooms and empty commodes.
6. Care for residents who are temporarily sick and needing, for example bed bathing or minor dressings.
7. Inspect, launder and mend residents' clothing.
8. Set tables and trays for all meals, serve meals, feed residents requiring help, and tidy and clear the dining room.
9. Answer emergency bells and telephone and greet visitors.
10. Read and write reports, take part in staff meetings and in training activities as directed.
11. Prepare and distribute prescribed medications as directed by the person in charge.
12. Be conversant with procedures adopted in the case of fire.
13. Take reasonable care for the health and safety of ones self and of other persons who may be affected by his/her acts or omissions at work.
14. Carry out other duties as may be required.