

Rapport Housing & Care

Job Description

Job Title: CARE ASSISTANT (DAYS)

Job Code:

Job Holder:

Department: CARE

Position in the organisation:

Responsible to: Senior Carer/ Care Team Leader

Direct reports: No Direct reports

Works in conjunction with: All residential home staff and external agencies as required

Summary of Main responsibilities:

To share with other staff in meeting the person centred care and support needs of residents in a way that respects dignity of the individual and promotes independence. To help care for the residents' physical environment and assist in the general day-to-day activities of the home including housekeeping duties.

Main Duties and Responsibilities:

1. To support and assist the Senior Carers/Team Leaders in the ongoing assessment of residents' individual person centred needs and capabilities and report any changes in the residents' condition to the senior person on duty.
2. Assist residents who need support with dressing, undressing, bathing and personal care, respecting their dignity and privacy at all times.
3. Support residents with their mobility and other physical needs, and where necessary safely make use of care equipment that may be required to support a resident.
4. Ensure person centred care is provided for end of life care
5. Help in the promotion of meaningful activity for residents on a daily basis
6. Encourage and support residents links with family and friends
7. To actively seek feedback from residents and their families as to their experience of the service provided
8. Read and write daily diary records and care & support plans and where required, Work with colleagues in compliance with The Organisation's policies and procedures
9. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's residents, staff and volunteers.
10. Take part in staff and residents' meetings and in training activities as directed.
11. Take part in supervisions, appraisals and any other individual performance reviews as required.
12. Make and change beds, empty commodes, tidy and care for residents' rooms.
13. Inspect, launder and care for residents' clothing, as required.
14. Serve meals, support residents who need assistance to eat meals, assist in setting tables and trays, tidy and clear the dining room.
15. Undertake laundry work when required.
16. Ensure that residents receive timely access to person centred care in response to their changing needs
17. Answer emergency bells, telephone and entrance door, and greet visitors.

No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post

holder.

PERSON SPECIFICATION

Job Title: Care Assistant (Days)

Competency	Performance Criteria
Professional Practice:	
Modelling best practice	<ul style="list-style-type: none"> • Demonstrate evidence of appropriate qualification to undertake the post • Know (or be trained to know) the correct procedures for carrying out these duties • Demonstrates care and compassion for, older people • Willing to undertake training
Decision making	<ul style="list-style-type: none"> • Report any changes to the residents' wellbeing including their general environment
Health & Safety	<ul style="list-style-type: none"> • Ability to use moving and handling equipment • Application of H&S practices
Interpersonal Skills:	
Teamwork	<ul style="list-style-type: none"> • Play an active role in creating a team working environment • Prioritise work • Good time management skills
Management of diversity	<ul style="list-style-type: none"> • Demonstrate awareness of different values/cultures of residents and staff
Effective communication	<ul style="list-style-type: none"> • Communication skills with different groups, e.g. staff, residents, local community
Self development	<ul style="list-style-type: none"> • Evidence of keeping up to date with related issues • Take on further responsibilities • Undertake relevant training
Personal Attributes:	
Mutual support	<ul style="list-style-type: none"> • Be aware of support needed by others • Consider how actions could support others • Be prepared to give encouragement and support when needed • Offer support to other groups
Communication skills	<ul style="list-style-type: none"> • Explain things simply • Keep to the point • Style that is compassionate, warm and friendly • Listens carefully and attentively
Interpersonal sensitivity	<ul style="list-style-type: none"> • Ability to create confidence in residents and visitors • Respect the dignity and privacy of all contacts • Demonstrate a pleasant, professional manner • Caring, empathetic and enabling approach
Team working	<ul style="list-style-type: none"> • Happy when working in a team environment • Promote harmony within the team • Loyal to the team as a unit

TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none">• Induction• NVQ Level 2 in Health and Social Care or equivalent i.e. the Skills for Care: Care Certificate• Emergency First Aid• Moving & Handling• Adult Protection• Equality & Diversity• Fire Awareness• Health & Safety (including COSHH regulations)• Food Hygiene Awareness• Infection Control• Supporting people with dementia• Behaviour that may challenge