



JOB DESCRIPTION - CARE ASSISTANT

REPORTS TO: Care Team Manager / Deputy Manager / Home Manager

KEY OBJECTIVES:

To ensure the well-being of all residents' by maintaining the six broad values, - privacy, dignity, independence, choice, rights and fulfilment

To put residents at the heart of all we do

KEY ACCOUNTABLES:

- To ensure the correct level of care and assistance is delivered to each resident enabling them to maintain their dignity and independence at all times.
- To encourage residents to achieve maximum independence by assisting residents to meet their own needs whenever possible.
- To ensure that all care practices within the home are maintained at the highest level at all times, developing relationships with residents and families through the Key Worker System – working to the GSC Councils Code of Practice for S C Workers.
- To report to a senior any incident / activity which may affect the well-being, safety or welfare of the resident.
- To carry out, support and assist any activity as designated by the senior in a timely and effective manner.
- To ensure that the resident receives the highest of standards of care in respect of physical and personal needs in respect to bathing, dressing and assisting at meal times.
- To carry out the necessary housekeeping duties ensuring that the home remains clean and homely at all times, this includes the care of linen and residents' personal laundry, making of beds and ensuring residents bedrooms are clean and tidy and to assist with any other housekeeping duty that may arise.
- To ensure residents' emotional and social well-being is maintained by actively communicating and listening to the residents' needs, and promoting their independence at all times.
- To promote a caring environment, supporting residents in a kind and respectful manner.
- To ensure all documentation relating to the residents care is updated and maintained to the highest of standards.
- To ensure that attendance to both mandatory and required training courses are met in order that skills, knowledge and competency levels are maintained to carry out the role efficiently and effectively.
- To attend all staff meetings and staff supervision sessions as and when required.

- Ensure the required QCF training is met in order to carry out the role efficiently and effectively.
- To ensure that attendance to both mandatory and required training courses are met in order that skills, knowledge and competency levels are maintained to carry out the role efficiently and effectively.
- To comply with all job related policies, procedures, regulations, and rules including health and safety and welfare of the residents and colleagues.
- It is the responsibility of every member of staff to protect themselves and others against an infection risk. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to the manager. All staff undertaking patient care activities should attend infection control training and updates as required by this organisation.
- Support the equality, diversity and rights of Residents, Carers and Colleagues.
- To attend all staff meetings, supervision and appraisals sessions when required.
- Be committed to personal and professional development is maintained and ensure the required QCF training is met in order to carry out the role efficiently and effectively.
- To ensure adherence to the Company's dignity at work and bullying a harassment policy is adhered to at all times. Racial, sexual or any other harassment will not be tolerated.
- It is the personal responsibility of all staff to act in accordance with Care Act 2014, (England). The Nursing Regulations (Northern Ireland) 2005. The Residential Care Homes Regulations and Associated Minimum Standards (NI)
- To be flexible and perform any other duties that may arise from time to time to meet the ongoing needs of the company.

I....., accept and agree to be bound by the objectives and accountabilities of the job descriptions as set out above.

Name	
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Signature	
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Date	
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PERSON SPECIFICATION
CARE ASSISTANT

		Essential	Desirable	Assessed By
EDUCATION	- Care Certificate - Level 2 QCF or equivalent in Health & Social Care - Food hygiene Cert		D D D	Documentation
EXPERIENCE	- Experience of Care Setting - Experience of older people with Dementia/Sensory Loss		D D	Docs/Ref/ Interview
KNOWLEDGE	- Knowledge of the Care Act 2014 - Knowledge of the Nursing Home Regulations (NI), Residential Care Homes Regulations (NI). Associated Minimum Standards (NI) - Understand need for confidentiality - Awareness of Safeguarding issues	E	D D D	Docs Docs Interview Interview
SKILLS/COMPETENCIES	COMMUNICATION - Good communication skills with all types of people - Active listening - Clear & accurate record keeping skills - Ability to engage with residents PERSONAL DEVELOPMENT - Prepared and able to achieve Level 2 QCF - Aware of own development needs	E E E E E E		Interview Interview Interview/Ref/Doc Test Interview Interview

	Committed to continuous professional development		D	Interview
	SERVICE DELIVERY			
	Committed to the delivery of excellence	E		Interview
	Understanding of Safeguarding policy and procedures		D	Interview
	Understanding of Safeguarding reporting procedures		D	Interview
	Promoting & encouraging resident independence			
	H&S hazard identification and accident prevention.	E		Interview
	Respectful and caring	E		Interview
	Ability to recognise individual needs to preserve dignity	E		Interview
	Attention to detail	E		Interview
	TAKING OWNERSHIP & RESPONSIBILITY			
	Key Worker knowledge and experience			
	Supportive & positive teamworker	E	D	Interview
	Ability to prioritise work in a manner sympathetic to resident care needs.	E		
BEHAVIOURS	- Tolerant - Honest - Approachable - Flexible	E E E E		Interview Interview/Ref Interview Interview

In accordance with the Equality Act 2010 and the Disability Discrimination Act 1995 (Amended) & Regulations (Northern Ireland) 2004 - reasonable adjustments will be made to the above requirements to accommodate a suitable candidate with a disability