

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Health Care Assistant</b>
<b>Reports to:</b>	<b>Registered Nurse / Senior Carer or Team Leader</b>
<b>Purpose of Job:</b>	To provide the high quality personalised care and support to all residents as directed by and under the supervision of the Nursing staff or Senior Carer.

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### Main Responsibilities:

1. Ensure residents are treated with dignity and respect and that their safety is maintained at all times.
2. Understand what is **'Important To'** and **'Important For'** the people you support based on the individual care plans and one page profiles ensuring resident's receive Person Centred Care.
3. Assist in completing one page profiles for those residents for whom you are a key worker and contribute to the care plan.
4. Complete care notes and any records as required.
5. Enable people you support to exercise as much choice and control as possible and to maintain their independence.
6. Attend to the personal wishes and comfort, personal appearance and hygiene of residents at all times.
7. Take and chart observations of residents including weight, food and liquid intakes/outputs. Perform simple tests of urine. Complete charts and care records as directed and participate in care reviews as required.
8. Actively contribute to the development of new ideas in care and support and in respect of stimulation for residents to improve their quality of life.
9. Assist with the reception and orientation of new residents and their relatives in a reassuring manner. List the resident's clothing and other property.
10. Prepare food trays and eating areas. Prepare residents for meals and provide assistance to residents with eating as required.
11. Tidy residents' rooms and cupboards, keeping clothing and possessions in order.

12. Make beds and change bed linen. Dispose of soiled linen in accordance with Home procedures. Bag linen for collection.
13. Escort residents to hospital, dentist, shops or other approved excursions as required.
14. Reporting defects in equipment and building fabric promptly and taking all reasonable care of the same.
15. As required to support residents on trips outside the home, attending events, appointments etc., and training.

**Springhill Care is committed to providing professional, respectful and personalised quality care, whilst maintaining exceptional standards to ensure residents enjoy the highest quality of life. All employees are required to:**

- Make a difference to the lives of older people and adults with a disability. Residents will be encouraged to maintain independence, choice and control in a homely environment.
- Show courtesy and respect to residents and relatives and retain the confidentiality of residents and their families at all times.
- Greet all visitors in a friendly, courteous and efficient manner and promote Springhill Care positively in the local community.
- Maintain good working relations with all colleagues at all times. Working as a team with other care support workers, domestics, nurses, catering staff etc is vital to ensure the smooth and efficient running of the service and to ensure residents get the highest quality of care.
- Maintain a positive environment - employees are required not to engage in or permit any fellow employee to engage in any unlawful discrimination against employees, residents or relatives.
- Welcome new employees and assist in their induction as required.
- Attend and participate in training sessions and staff and relatives meetings as and when required.
- Be aware of and at all times comply with all company rules, policies and procedures, including the statutory requirements of the Health and Safety at Work Act, Health and Social Care Act 2008 and the relevant Regulations and Standards.
- Be flexible. All staff will be required to exercise patience and tolerance in the handling of all residents and their visitors, and to provide a service to meet an infinite variety of needs.
- Use best endeavours to ensure that morale is kept high amongst residents and staff.
- Work shifts on rota as required, including rotation on days and night if requested.

- Undertake any other reasonable duties when necessary at the request of senior staff/nurse in charge.

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to review periodically.

**PERSON SPECIFICATION: CARE ASSISTANT**

<b>ESSENTIAL REQUIREMENTS</b>	<b>DESIRABLE REQUIREMENTS</b>
<b>Educational / Professional Qualifications:</b>	<b>Educational / Professional Qualifications:</b>
1. Ability to communicate in English - both orally and written.	1. Hold NVQ level 2 or 3 in Caring.
<b>Experience:</b>	<b>Experience:</b>
1. Ability to work well within a team. 2. Experience of caring and able to demonstrated an empathy and caring and supportive nature.	1. Able to demonstrate knowledge of what care assistants do, ideally in a nursing home environment. 2. Ability to observe residents and check: weight and food /liquid intakes /outputs. 3. Ability to understand what is 'Important To' individuals who have care and support needs.

I .....confirm that I have read, understand and accept the above Job Description for a Care/Personal Assistant.

**Signature:** .....

**Name:-** .....

**Date:-** .....