



## **JOB DESCRIPTIONS**

### **CARE ASSISTANT**

**JOB TITLE:** Care Assistant  
**REPORTS TO:** Nurse in Charge  
**ACCOUNTABLE TO:** Home Manager

### **SCOPE OF THE POST**

A Care Assistant is required to join with other members of staff to help in providing person centred care required by each Service User, making sure that each one retains as much dignity and individuality as possible. Under supervision and within the limits of personal experience and knowledge, a Care Assistant plays a major part in creating a happy and caring atmosphere, is involved in a wide range of general caring services and duties, and is expected to adopt a totally flexible approach and attitude to the challenges of the post. All employees are bound by Company Policy and Service Users Charter, which are detailed in separate documents.

### **DUTIES AND RESPONSIBILITIES**

- To ensure that Service Users care is provided in a pleasant, homely and safe environment.
- To help Service Users who need assistance with washing, toileting, dressing and undressing.
- To help Service Users who have limited mobility making the best use of aids provided.
- To assist in the control of incontinence, providing comfort and dignity.
- To assist in giving mental and physical stimulation to Service Users by talking to them and helping them to continue with hobbies and activities in the Home.
- To respond to emergency bells, answer the door and telephone.
- To make and change beds, tidy rooms and do light cleaning, including the emptying and cleaning of commodes and waste bins.
- To feed Service Users who need help, lay tables and trays, serve meals, wash up, prepare light meals, clear and tidy dining room(s).
- To check, mend, and launder Service Users clothing.
- To report any suspected/alleged abuse to the person in charge and follow the SOVA procedure.
- To follow approved hand-over procedures at the end of each duty session.
- Enable the Service Users to achieve greater independence and dignity by offering them an appropriate level of assistance and supporting them to develop self-care skills.
- To escort Service Users on outings and holidays.
- To make visitors welcome, to offer refreshments and any assistance they may require.
- To read and receive reports. To participate in staff and service user meetings
- To attend training sessions as directed by the company. Staff are encouraged to take up CFQ and expected to meet a minimum of CFQ in Health and Social Care Level 2.
- Become familiar with policies and procedures and to follow them at all times.



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- To be aware of Health & Safety issues at all times and to report any non compliance immediately to the person in charge.
- To be aware of fire procedures and the locations of fire extinguishers and the emergency evacuation procedure.
- To be careful and considerate with all property and equipment belonging to the home, avoiding unnecessary breakages and damages.
- To carry out any other duties that occur from time to time as may be required by supervisory staff.
- To ensure service users are safeguarded at all times and to raise any concerns with management or the local safeguarding authorities where necessary.

### **STANDARD REQUIREMENTS**

#### **RESPONSIBILITIES IN AN EMERGENCY**

Expected to respond to emergency situations involving the safety of service users and others this includes the ability to assist in evacuation of service users, fire drills and false alarms.

#### **CONFIDENTIALITY**

Any information relating to service users or staff acquired during the course of duty must be treated in the strictest confidence and discussed only within the establishment with the most senior member of staff on duty.

The post holder must maintain the confidentiality of information about service users and staff in accordance with the professional code of conduct and relevant legislation such as Data Protection.

#### **EQUAL OPPORTUNITIES**

The post holder must at all times carry out his/her responsibilities with due regard to the company equal opportunity policy and promote the concepts of equality of opportunity and diversity.

#### **HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety Act at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

1. Promote safe working practices within the home and ensure the security within the home is maintained at all times.
2. Adhere to the Homes disposal of waste policy
3. Understand and ensure the implementation of the Homes Health and Safety policy, and Emergency and Fire Procedures.
4. Report to the Home Manager/Co-ordinator or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

**THIS JOB DESCRIPTION IS AN OUTLINE OF THE KEY TASKS AND RESPONSIBILITIES OF THE POST AND IS NOT INTENDED AS AN EXHAUSTIVE LIST.**

**THE POST MAY CHANGE OVER TIME TO REFLECT THE CHANGING NEEDS OF THE SERVICE USERS AS WELL AS PERSONAL DEVELOPMENT NEEDS OF THE POST HOLDER.**