

JOB DESCRIPTION

POST: Care Assistant

ACCOUNTABLE TO: Care Team Leader

JOB PURPOSE

The Care Assistant plays a vital role in the home and is directly responsible for providing high quality care to the residents according to their individual needs and in line with their agreed Care Plan.

KEY RESPONSIBILITIES

1. Deliver high quality care by supporting people with personal care (including washing, bathing and using the toilet) and carry out personal appearance tasks (attention to nails, hair, clothes, teeth, hearing aids and spectacles) in a private and dignified manner.
2. Meet the emotional needs of our residents by listening to and conversing with them whilst carrying out practical tasks.
3. Have an awareness of each individual resident's social history and utilising this knowledge whilst caring for them.
4. Support residents' family/friends and facilitate visits, for example offer private space and a tray of refreshments.
5. Observe, monitor and record residents' physical and emotional well-being, referring to the individual care plan, and promptly report any changes to Care Team Leader/Senior Care Assistant.
6. Accurately record all relevant information regarding residents during the day in the home's various recording areas.
7. Provide encouragement and support to enable our residents to remain as independent as possible.
8. Encourage residents to participate in social and recreational activities.
9. Safely use a variety of moving and handling aids to meet residents' individual needs.
10. Work as a team player to create and maintain a co-operative friendly and welcoming atmosphere in the home, ensuring the home runs smoothly.
11. Attend induction, appraisals and supervisions, staff meetings and undertake training as required and have a willingness to learn.
12. Encompass the key worker system as laid out within the home/Company.
13. Assist at mealtimes and promote a social, calm and enjoyable experience.
14. Welcome new colleagues to the home and support where necessary.

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15. Be familiar and comply with all of Care South's policies, procedures, practices and standards.
 16. To undertake any other comparable duties as may be required by the management of the home.

To undertake to live by our Care South **HEART Values** of **Honesty**, **Excellence**, **Approach**, **Respect** and **Teamwork**, and to make them fundamental to the way you work and the way in which you treat your colleagues.

Person Specification

Competency	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Diploma/NVQ Level 2 In Health and Social Care
Knowledge of	<ul style="list-style-type: none"> • Confidentiality and Data Protection 	<ul style="list-style-type: none"> • MCA, DoLS, Safeguarding & Whistleblowing • Awareness of fire precautions, infection control, health and safety, security and moving and handling procedures
Experience of	<ul style="list-style-type: none"> • Accurate record keeping 	<ul style="list-style-type: none"> • The delivery of care to older people and/or Dementia Care
Skills, Characteristics and Attributes	<ul style="list-style-type: none"> • Effective written and verbal communication skills • Confident in using a digital care platform • Organised, methodical, honest and committed approach to ensure the required standards are met • Patient and calm demeanour in the face of obstacles or crises • Enthusiastic with a positive attitude to work • Resilient and able to cope with change • Able to work on own initiative and as part of a team to meet common goals. • Contributes to a working environment which respects and values the individual and is free from bullying, harassment and all forms of discrimination 	<ul style="list-style-type: none"> • An awareness of the core values of Care South to provide high quality compassionate care and treat people as individuals