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HCA Job Description & Person Specification

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| **VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION** |

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| Job Title: | Health Care Assistant |
| Reports to: | Senior Carer/ Care coordinator / Manager |
| Job Overview:  (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required) | * To provide care in accordance with best practice and legislative requirements, reflecting policies and procedures and agreed standards under the direction of the Senior Carer/Nurse * To support and enable Citizens to maintain skills and personal interests whilst delivering person-centered care unique to each individual. * To maintain skills at a current level, undertake such training and development as required from time-to-time to maintain and progress knowledge |

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| **Responsibilities and Duties of the Job** |

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| Role Specific Duties: | * Ensure Citizens are at the heart of care delivery and their wishes and preferences enhance their wellbeing * To contribute to the efficient running of the service * Support Citizens to maintain their relationships and connections with the local community * Ensure Care Plans and other information about how to support Citizens are followed. * Assist and support citizen with personal care, prompt medication, food and fluid, general tidy up, accompanying, shopping and hospital appointment etc. * Be responsible for informing the Senior Carer/Nurse of any changes in the needs of Citizens * Be responsible for promoting and safeguarding the welfare of those individuals they support |
| Working with Others: | * Develop effective working relationships with other employees within NDH Care Ltd * Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for Citizens * If desired by the Citizen, maintain and develop relationships with family, friends and other people important in their life |
| Leading by Example: | * Seek opportunities for personal and professional growth * Be a role model for other carers and be an ambassador for the service * Be professional, polite and reasonable at all times |
| Personal Responsibilities: | * Knowledge of, and work within, the Fundamental Standards * Understand the regulatory framework that governs the service, including the role of CQC and their requirements * Commit to achieving the relevant qualifications commensurate with the role * Attend statutory training and any other training as directed by management * Understand and follow all policies and procedures relevant to the role * Be open to learning opportunities |