

Job Description

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| Job Title: | Care Assistant |
| Reports To: | Designated member of senior team |
| Responsible for: | N/A |
| Location: | |
| Contracted Hours: | |

Purpose of Position

1. To meet the personal and social care needs of residents, in a way that respects the dignity of the individual and promotes well-being and independence.
2. To help maintain in the home the atmosphere and practice of care based on the Values of Methodist Homes deriving from a concern for the individual and mutual respect between residents and staff.

Core Responsibilities

- Undertake the role of key-worker with a group of residents under the supervision of a senior member of staff and to assist in the admission of residents.
- Participate in developing and reviewing individual care plans for residents, this may include residents with dementia, in accordance with the Quality Standards manual.
- Respect residents' rights to privacy, dignity and choice.
- Provide personal and social care in accordance with individual care plans with the aim of enhancing the residents' social, physical, emotional and spiritual wellbeing.
- Engage in social care activities with residents throughout the day (and night if appropriate), according to the care plan and as recommended by senior staff and/or Activities Co-ordinator
- Relate positively and spontaneously with residents to enhance their experience and well-being, either whilst providing private individual care or in communal settings, all the while preserving their dignity and respect.
- Attend and contribute to resident review meetings.
- Answer emergency bells promptly, assess situation and take appropriate action.

- Assist with the induction of new staff, in accordance with the induction policy.
- Assist residents who need help with personal hygiene carried out safely according to the organisation's Policy and Procedures.
- Help residents with mobility problems and other physical disabilities, including the use and care of aids and personal equipment. Where there is a need for residents to be moved, then reference must be made to the care plan/risk assessment to ensure that the manoeuvre can be carried out safely.
- Assist in the care of residents who are unwell or dying.
- Assist residents to compile life-story materials and encourage discussion about their interests, memories and ambitions
- Receive, record and communicate information and messages in accordance with the home's procedures.
- Liaise with relatives, advocates, friends, volunteers and other professional agencies and other visitors to the Home. Meet and greet visitors to the Home and establish identity in accordance with the Home's security systems.
- Attend and participate in staff meetings.
- Maintain all residents' records and give written and verbal reports, whilst ensuring confidentiality.
- To participate in and complete the QCF OR EQUIVALENT level 2 or 3 in Health and Social Care, and attend training and development sessions as appropriate including compulsory Health & Safety Training as designated for the role. This may involve travelling to other locations.
- Attend and participate in regular formal supervision and appraisal sessions
- Be aware of and adhere to the organisation's Health and Safety Policy and the requirements of the Food Safety Manual. The post holder must co-operate with the Home Manager and other senior staff to enable them to fulfil their health and safety responsibilities.
- Be aware of and adhere to the organisation's policies contained in the Employment Policies and Procedures Manual.
- Support the ancillary staff in carrying out general housekeeping duties as and when required.
- Work to a rolling 7 day rota as required which may include weekends.
- There may be a requirement to travel to Regional, Head Office or other locations for the purpose of meetings or training relevant to this post
- This is not a complete description of the duties and responsibilities of the post of Care Assistant, and the post holder is expected to carry out other reasonable duties as required by the Line Manager.
- It is a condition of employment that this post is subject to an Enhanced Criminal Records Disclosure and POVA check.

Additional Responsibilities

- **SAFEGUARDING** Adults with care and support needs & children is everyone's responsibility. All staff working within MHA who come into contact with children, adults with care and support needs and/or their families, have a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and adults with care and support needs safe.
- **INFECTION CONTROL** All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of MHA's policies and procedures in relation to infection prevention and control and ensure that they comply with them in fulfilling their role.

Person Specification

| Criteria | Essential | Desirable |
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| Qualifications/Education | | |
| QCF OR EQUIVALENT level 2 or 3 in Health and Social Care. | | Application Form |
| Willingness to undertake QCF OR EQUIVALENT level 2 or 3 in Health and Social Care | Interview | |
| Experience | | |
| Previous care experience or experience of working with people. | | Application Form + Interview |
| Skills/Knowledge/Abilities | | |
| Ability to work as part of a team. | Interview | |
| Ability to maintain all aspects of confidentiality. | Interview | |
| Clear verbal communication skills. | Interview | |
| Open listening skills. | Interview | |
| Clear and concise written skills. | Application Form | |
| Ability to prioritise tasks. | Interview | |
| Ability to read and understand basic instructions. | Application Form | |
| Ability to work within a quality and customer focused service. | Interview | |
| Personal Qualities | | |
| Respect for older people. | Interview | |
| To show sensitivity to the needs of older people. | Interview | |
| Willingness to be trained and developed. | Application Form + Interview | |

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| Ability to use own initiative. | Application Form + Interview | |
| Flexible approach to work. | Interview | |
| Circumstances | | |
| Ability to undertake occasional travel for training purposes. | Interview | |
| Ability to work on a 7 day rota. | Interview | |
| MHA's Values | | |
| Living and promoting the values of the Organisation | Interview | |
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| Equal Opportunities | | |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | Interview | |
| Health & Safety | | |
| Positive attitude to Health & Safety | Interview | |