

WELLCOME CARE HOMES LIMITED



JOB DESCRIPTION – CARE ASSISTANT

Responsible to: Registered Manager

Accountable to: Company Directors

Job Purpose

The purpose of the job is to care for the personal needs of the Home's residents in accordance with the 'Code of Professional Practice for Social Care' as set out by Social Care Wales (SCW). This code will guide your practice and the standard of conduct you are expected to meet. Under the supervision of the Manager and/or Nurse in Charge, your duties will include providing physical and emotional care in a supportive atmosphere where residents can achieve maximum independence.

Responsibilities under the Code of Practice

- Protect the rights and promote the interest of residents and their carers
- Establish and maintain the trust and confidence of residents and their carers
- Promote the independence of residents while protecting them as far as possible from danger or harm
- Respect the rights of residents whilst seeking to ensure that their behaviour does not harm themselves or other people
- Uphold public trust and confidence in social care services
- Be accountable for the quality of your work and to take responsibility for maintaining and improving your knowledge and skills

Role:

- To care for the personal needs of residents in a sensitive way that respects their choices, privacy, dignity confidentiality; promoting independence.

- To work in such a way as to observe the home's aims and objectives; and philosophy of care
- To observe the homes policies and procedural guidance towards achieving the highest possible standards of hygiene, safety and effective communication.

Main Duties:

- Provide assistance according to individuals', assessed personal hygiene care needs, and according to written care plans
- Communicate with residents in a way that is appropriate for them; explain care tasks and procedures before performing
- Complete any written care records as required
- Answer call bells as soon as possible
- Assist residents to manage continence, according to assessed needs and written care plans
- Empty commodes and urinals according to working procedures
- Assist residents with mobility, promoting independence, according to assessed needs and written care plans; in accordance with the home's moving and handling policies and procedures, using mobility aids where appropriate
- Assist with providing meals and drinks, according to assessed needs and written care plans; carry out related tasks according to work schedules
- Offer residents appropriate emotional/psychological support and reassurance as required
- Check that residents' personal clothing and bed linen is suitable and clean, carry out related tasks according to work procedures
- Advise Registered Manager or Nurse/Senior in Charge if resident requires additional clothing.
- Check that any equipment in use is safe and in good working order
- Observe and report immediately to senior staff anything unusual which may indicate a problem with any resident; or safety within the home
- Report any accident or untoward incident to the nurse/Senior in charge immediately
- Liaise with residents and their families within the confines of the role; recognising the need to refer them to the nurse in charge for information
- Support residents to participate in activities, hobbies or social events
- Encourage residents to exercise choice over their daily lives
- Accompany resident to outside events and appointments as required
- Ensure that all areas of the home (including toilets and bathrooms) are left clean and tidy after providing care; that is, ready for the next resident
- Ensure that equipment used such as commodes or hoists are left clean and, in a condition, ready for the next resident
- Provide additional support in caring for a resident who may be seriously ill or dying; provide appropriate support to family

- Attend mandatory training courses and identify and attend other training as required to meet the home's regulatory standards and to enable you to carry out your work as safely as possible
- Wear appropriate personal and protective clothing as directed in the uniform policy
- Assist nurse/Senior with admitting and discharging residents
- Take part in staff/residents' meetings.
- Manage all waste disposal safely and according to written procedures
- Familiarise yourself with fire safety systems
- Answer the door or telephone in the absence of senior staff; take and pass on clear messages
- Greet relatives and visitors to the home in a friendly manner and refer them to the Registered Manager/Nurse/Senior in charge if they ask about residents. Do not share with family/visitors any concerns you might have about a resident and always refer them to the Manager/Nurse/Senior in Charge
- Act courteously at all times towards residents, colleagues and visitors
- Attend planned supervision sessions
- Promote team working and adhere to the duty rota
- Be aware of your responsibilities under Health & Safety legislation
- Work to the Home's policies and procedures and the Code of Conduct for social care workers
- Attend staff meetings to keep yourself up to date with changes within the home; and to input your ideas and concerns about the home
- Maintain confidentiality of residents, staff and activities within the home at all times.
- Undertake any other duties as delegated, in order to ensure the smooth running of the home; observing own level of training and competence

Person Specification

- Able to work to prescribed standards
- Able to take direction
- Able to take a pride in your work
- Able to work as part of a team
- Able to comply with policies and procedures
- Willingness to undertake mandatory training in line with regulatory requirements
- Flexibility to undertake shift work to meet needs of the home
- NVQ2 or equivalent in Social Care; or willing to work towards
- Understanding and respect for the people in your care

An Enhanced DBS is required for this position

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Wellcome Care Homes reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Signed: - Job Holder _____ Date _____

Signed: - Manager _____ Date _____