

# CARE ASSISTANT JOB DESCRIPTION

**JOB TITLE:** CARE ASSISTANT  
**ANNUAL LEAVE:** 5.6 WEEKS PRO-RATA  
**ACCOUNTABLE TO:** PROPRIETORS  
**REPORTS TO:** MANAGER:  
**BASED:** WINASH RESIDENTIAL CARE HOME FOR THE ELDERLY  
9 ALBERT ROAD,  
CLEVEDON,  
BS21 7RP.

## **PERSON SPECIFICATION**

### **1. Essential Qualifications**

- 1.1 Mature attitude
- 1.2 Caring and understanding nature

### **2. Essential Skills, Abilities and Experience**

- 2.1 Experience in working with elderly people
- 2.2 Ability to communicate effectively / empathise
- 2.3 Ability to work as a member of a team
- 2.4 Ability to use own initiative
- 2.5 Ability to organize own workload
- 2.6 Well developed written, verbal and interpersonal skills
- 2.7 Flexible approach to working shifts

### **3. Desirable Skills, Abilities and Experience**

- 3.1 NVQ 2 IN CARE
- 3.2 At least 6 months experience in the Care field
- 3.3 An understanding of the health needs of Elderly people, both physical and mental
- 3.4 Experience of working as a Keyworker
- 3.5 Ability to work with Care ~Plans
- 3.6 Basic First Aid Skills
- 3.7 Food Hygiene Certificate, Manual handling, Health & Safety

## **PURPOSE OF THE POST**

To provide the physical, emotional and psychological support to the Elderly Residents at Winash. To ensure that there is an atmosphere whereby the Residents can feel that they are autonomous and that Winash is their own home. The aim is for Staff to assist and encourage Residents in performing their normal activities of daily living.

## **KEY ACCOUNTABILITIES**

- TO WINASH POLICIES AND PROCEDURES
- TO FULFILLING WINASH POLICIES AND PROCEDURES

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## MAIN TASKS

1. **To arrive on duty at least 15 minutes before the beginning of the shift, in order to be ready for work at the allocated time and to listen to handover.**
2. To take report from the previous shift and to carry out duties as indicated by Person in Charge for that shift.
3. To provide personal care to those Residents who require it as per their care plan.
4. To Serve meals / drinks at the relevant time of day
5. To report any changes in Residents condition to Person in Charge by 10.00 or as soon as is reasonably practicable on any other shift
6. To sort out and clean laundry as required.
7. To act as advocate when seeing other health care professionals e.g. GP Dentist, Social Worker etc
8. To attend appointments with Residents as required
9. To maintain Confidentiality of Residents, other Staff and working practices at Winash
10. To participate in any Inspections and to provide information to appropriate persons as required.
11. To ensure Residents rooms are kept clean and tidy
12. To wash up after meals as required
13. To assist with serving and preparing relevant meals
14. To act as Key worker for a small group of Residents and act as advocate as required
15. If acting as Key worker to carry out weekly contact with key client, monthly review of care plan (make amendments as required), carry out 6 monthly care reviews with significant others
16. To encourage Residents to attend outside activities and to accompany if required
17. To administer medication as per Medication Policy, after having been given to appropriate training.
18. To book in medication as per Medication Policy
19. To assist Activities Co-ordinator as required / requested
20. To report any changes in Residents condition to Person in Charge on a daily basis
21. To write daily records from Care Plans
22. To complete Accident Reports as required
23. Those Care Staff who are Key workers to review Plans of Care with their allocated residents on a six monthly basis, under the supervision of Person in Charge.
24. Attend training as required. ie First Aid, Infection control etc
25. Any other duties as deemed appropriate with line Manager.

## SMOKING

Winash is committed to the concept of positive health & has a policy, which discourages smoking. Smoking is only permitted in the designated staff smoking area.

**THE POSTHOLDER WOULD BE REQUIRED TO GIVE 6 WEEKS NOTICE.**