

## **JOB DESCRIPTION**

**POST:** Day Care Assistant

**RESPONSIBLE TO:** The Home Manager  
**ACCOUNTABLE TO:** The Home Proprietor

**QUALIFICATIONS:** No qualifications required for initial employment. Care staff are required to complete the Care Certificate and are expected to complete a minimum level 2 health and social care qualification, after probation period. Full training is provided.

### **ESSENTIAL SKILLS:**

Mature attitude  
Caring and understanding nature  
Ability to communicate effectively / empathise  
Ability to work as a member of a team and use own initiative  
Ability to receive instructions and complete assigned tasks  
Well-developed written, verbal and interpersonal skills  
Flexible approach to working shifts

### **DESIRABLE SKILLS, ABILITIES AND EXPERIENCE:**

Experience in working with elderly people  
Health and Social Care NVQ 2 qualification  
An understanding of the health needs of Elderly people  
Experience of working as a Keyworker  
Ability to work with write and review care plans  
Basic First Aid Skills  
Food Hygiene Certificate, Manual handling, Health & Safety

### **JOB SUMMARY**

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

### **RESPONSABILITIES AND DUTIES**

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. To be present at handover.
2. To carry out duties as assigned by the Team Leader in charge.
3. To ensure the safety of yourself, your colleagues, residents and visitors as per the Health and Safety and Work Act and complete accident/incidents forms as required
4. To provide personal care to those Residents who require it as per their care plan. Upholding the key principles of residents' rights, independence, choice, privacy, fulfilment and dignity.

5. To ensure all residents have all their sensory aids, eg glasses, hearing aids and also clean clothing and appropriate dress and footwear.
6. To report any changes in Residents condition to Person in Charge by 10am or as soon as is reasonably practicable on any other shift.
7. To request medical assistance when necessary and accompany health care professionals to residents' rooms, providing a full report to the Team Leader and managers and completing relevant documents.
8. To act as an advocate for residents when seeing other health care professionals e.g. GP Dentist, Social Worker etc.
9. To attend appointments with Residents as required.
10. To assist with care of the dying in accordance with agreed protocols or directions.
11. To write daily records on resident's files and record tasks in a timely manner.
12. To act as Key worker for a small group of Residents, carrying out weekly contact with key client, monthly review of their care plan in relation to hygiene, bathing, continence management, mobility, feeding, dressing, general care and personal preferences (making regular amendments as required) and carry out 6 monthly care reviews.
13. To encourage Residents to attend outside activities and to accompany if required.
14. To greet visitors with a positive and pleasant attitude, an approachable manner, and ensure residents, relatives and visitors' needs are met.
15. To administer and book in medication as per the medication policy (training provided)
16. To prepare and serve meals and drinks at the relevant times of day and wash up after meals as required.
17. To assist with the laundry processes as required.
18. To ensure Residents rooms are kept clean and tidy.
19. To answer the telephone and screen calls as required.
20. To assist Activities Co-ordinator as required / requested
21. To assist the Audit Administrator with completing audits as requested
22. Attend all training as required. ie First Aid, Infection control etc
23. To adhere to all company policies and procedures.
24. To always maintain the confidentiality of Residents, Staff and Winash
25. To participate in any Inspections and to provide information to appropriate persons as required.
26. Any other duties as deemed appropriate by your Team Leader or Manager.

## **VOLUNTARY RESPONSIBILITIES AND DUTIES**

1. To act as a Champion in any chosen area, for example medication, nutrition, wound-care, dementia, end of life, safeguarding menopause, diabetes or other area of interest. To promote your chosen area to the team and undertake training to further your knowledge.

The above duties and responsibilities are non-exhaustive and will be reviewed periodically and may be changed and/or added to from time to time as required by Winash and/or our residents.