

Date of Issue

/ /



Job Description:

# Care Assistant

**Responsible to:** Senior Care Assistant

*This job description is not exhaustive and may be amended to meet changing needs.*

I can confirm that I have read and understood the job description for the role of:

**Care Assistant**

Name: (print)

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Signature:

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Date:

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**'INDIVIDUAL CARE IS OUR CONCERN'**

**Our Residents are at the heart of everything we do**

Every one of us is responsible and will take ownership to make a real difference

**We recognise we are all individuals and will treat people with respect and kindness**

Together we make things better, always acting and communicating with honesty and transparency

**We aim to be the best at everything we do**

## Hadrian Healthcare Group

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[www.hadrianhealthcare.co.uk](http://www.hadrianhealthcare.co.uk)

# Care Assistant

## Purpose of Position

- To work as part of the care team ensuring that the personal, emotional, spiritual and social care requirements of residents are met, respecting their privacy and dignity and promoting independence at all times
- To respect and maintain the home environment and assist in the general day to day activities within the home
- To fulfill all delegated duties appropriate to your level of responsibility
- To provide wakeful night duty cover when allocated to night shift in the home
- To undertake identified domestic duties that can reasonably be performed when allocated to night duty

## Principal Responsibilities

- Assist residents who need help with dressing, undressing, bathing and toileting
- Help residents with mobility problems and other physical disabilities such as incontinence
- Help in the care and use of aids and personal equipment
- To ensure resources are managed effectively
- Help in the promotion of mental and physical activity of residents through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations
- Make and change beds; tidy rooms and do light cleaning
- Inspect, and mend residents' clothing. Ensure personal effects are cared for - named where applicable and stored appropriately
- Serve meals; assist residents at meal times if required; to keep dining room neat and tidy. Setting dining room tables. Night staff are required to also prepare breakfast trolleys, trays and replenish stock in the dining rooms.
- Answer the call bell system in a timely, courteous manner
- Respond promptly to emergency call bells, assess the situation and deal with the resident seeking help or call for assistance.
- Answer the door and the telephone and greet visitors as per company procedures
- Read and write reports in case notes as directed by company
- Take part in staff and residents' meetings and also in training activities as required
- To communicate effectively with all parties
- To be committed to a team ethos across the home and respect the diversity of other team members at all times
- To greet visitors and show prospective residents and families the homes facilities as required
- Assist other departments when called upon by line management where necessary

## Principal Responsibilities (continued)

- To accompany residents on outings or to appointments as required
- To read and follow company policy and procedures, seeking clarity where required
- To be aware of Health and Safety and of COSHH and abide with the companies health and safety policies. Report faults and breakages immediately upon discovery
- To take responsibility for own professional development by undertaking mandatory training and e-learning courses
- To abide by the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England
- To uphold the rights, choices, dignity and the equality and diversity of each resident with a person centred approach
- To keep residents safe and well protected at all times. Report all concerns to a senior staff member in a timely manner.
- To carry out other reasonable duties as may be required
- To carry out regular safety checks around the home
- To carry out regular checks on the building with special reference to fire protection and security

*Continued overleaf*

## Person Specification

Care Assistant	Essential	Desirable
<b>Education and Qualifications</b>	Good Basic Education	Level 2 or equivalent in Health and Social Care
<b>General Intelligence</b>	<u>Good general intelligence</u> <u>Clear reasoning ability</u> <u>Time management skills</u> <u>Able to multi task</u> <u>Problem solving skills</u>	
<b>Work Experience</b>	Ability to follow instructions	<u>Experience in caring for the elderly</u> <u>Experience in working as a team member</u>
<b>Special Aptitudes</b>	<u>Sound communication skills</u> <u>Empathy with residents</u> <u>Calm disposition</u> <u>Effective listener</u>	
<b>Disposition</b>	<u>Self-reliant</u> <u>Motivated</u> <u>Dependable</u> <u>Trustworthy</u> <u>Pleasant Manner</u> <u>Able to take responsibility</u> <u>Team player</u> <u>Professional appearance</u> <u>Optimistic attitude</u>	
<b>Circumstances</b>	<u>Flexible with regard to working hours</u> <u>Available in reasonable emergencies</u>	<u>Home/mobile telephone</u> <u>No criminal record</u>