

GCI H<9B8 75 F9 JOB DESCRIPTION – CARE ASSISTANT

REPORTS TO – SENIOR CARE ASSISTANT or PERSON IN CHARGE or HOME MANAGER

Job purpose – To be a supportive and important member of a caring team in the care environment and participate fully in the delivery of care with quality and standard. The Carer must be able to give detailed care with reference to Keyworkers.

Care Duties

- i. Carry out all aspects of resident's personal hygiene such as assisting in toileting (bedpans/urinals) and washing of residents.
- ii. Undertake blanket bathing and bathing residents in the bathroom.
- iii. Ensure that the resident's dignity is maintained by sensible, prudent and skilful use of personalised clothing.
- iv. Assist in the prevention and treatment of pressure sores.
- v. Bed making – occupied and unoccupied.
- vi. Assist with moving and handling of residents (two persons to assist when using a hoist).
- vii. Observing residents physical condition; general comfort of residents sitting out in chairs and while in bed. Any changes must be reported to the Person in Charge.
- viii. General supervision of residents during mealtimes; feeding and assisting residents with meals as necessary.
- ix. Maintaining and recording fluid intake and output on residents as instructed by the Person in Charge.
- x. Assisting the Person in Charge with admissions, receiving and recording of valuables and personal property.

General Duties

- i. General cleansing and disinfection of bedside furniture; equipment such as trolleys and washing down of all surfaces.
- ii. Ensure sluice is clean; and cleansing of bedpans, urinals, tooth mugs, vomit bowls etc.
- iii. Arrangement of fresh flowers and plants and aftercare as needed.
- iv. Tidying of linen and all other cupboards.
- v. Assist in the preparation and serving of all main meals and where applicable morning, afternoon and late evening beverages.
- vi. Assist in the laying of tables and collection of used crockery, cutlery and washing up. Kitchen area to be kept clean.
- vii. Sorting resident's clothes according to fabrics and laundering.
- viii. Ensure daily that soiled and foul linen are sluiced, rinsed and soaked in disinfectant, then laundered, dried and ironed.
- ix. Ensure proper storage and usage of clean linen.
- x. Ensure wastage is kept to a minimum on all aspects.
- xi. Reporting potentially hazardous situations to the Person in Charge.
- xii. Maintaining Health & Safety standard, reporting damaged furniture, equipment, and untoward incidents to the Person in Charge.
- xiii. Occasionally escorting of residents to locations outside of the Home.

- xiv. Carry out fire duties; and attend fire and other lectures as necessary.
- xv. Dealing with the initial reception of visitors to the Home.
- xvi. To wear uniform correctly and to behave in a professional manner at all times.

Residents Activities

- i. Participating in all forms of social and recreational activities.
- ii. Encourage light entertainment activities.
- iii. Stimulate residents to remain in contact with the world about them.
- iv. To enable residents to follow their chosen religious beliefs.

Specific Night Duty Tasks

- i. Ensuring a comfortable environment conducive to good sleep by proper lighting and monitoring temperatures.
- ii. Observing and reporting changes in residents sleeping patterns.
- iii. Ensuring a safe and secure environment by checking residents' movements and monitoring visitors to the Home.
- iv. Maintain two hourly turns and record accordingly.
- v. Regular toileting of residents as necessary.
- vi. Ironing of linen and residents clothes and store accordingly.
- vii. Conduct half-hourly rounds on all residents to ensure safety.
- viii. Assist residents who have risen early, to dress ready for breakfast.

Education and Training

- i. To possess "Handbook for Care Assistants" edited by Sue Benson.
- ii. To participate in in-house Training/Counselling Programme.
- iii. To attend Fire and Health & Safety lectures.
- iv. To attend Home meetings as required.
- v. Able to teach juniors and cares.

Standard Requirements

- i. Undergoing NVQ Level 1 or 2 or other course.

- ii. Able to work under supervision and independently.
- iii. Able to give verbal reports on groups of residents.
- iv. Able to understand Health and Safety and other policies.
- v. Able to understand the basis of quality of care.
- vi. To be eager and motivated.
- vii. Able to attend work punctually and reliably.
- viii. Willing to undergo training.
- ix. Willing to take instruction and show commitment to caring.
- x. Show flexible approach with caring attitude.

Monitoring

- i. Cares Manual.
- ii. NVQ Assessment.
- iii. Hand book for Cares by Sue Benson.
- iv. Record of performance kept (Appraisal).
- v. Reviews: Peer group assessment.
- vi. This is also a trainee post for Seniority and therefore it is important that you observe all the above items before carrying out/assisting in the tasks.
- vii. This list is not exhaustive, but all duties should be undertaken at the request of the Person in Charge.

Southend Care

May 2010