

# **BROADENING CHOICES FOR OLDER PEOPLE**

## **JOB DESCRIPTION: CARE ASSISTANT**

### **PURPOSE AND OVERVIEW**

The postholder will be responsible for the care of residents and assessment of their needs under the supervision of a Trained Nurse.

**Responsible to:** Trained Nurse

### **Key Achievement Areas:**

### **Main tasks**

- To be conversant with all BCOP Policies and Procedures, with particular regard to :
  - Fire Regulations
  - Code of Confidentiality
  - The Health & Safety at Work Act
  - Statutory Training Courses
- To greet all residents, visitors and other professionals in a polite and courteous manner. To answer the main door and telephones.
- Assist all residents as requested or required, to meet their individual needs in personal tasks, such as washing, dressing, bathing. Respecting at all times the dignity, privacy and choice of the resident.
- Serve residents meals and assist residents with feeding when required.
- To ensure every aspect of the residents Care is given, i.e. oral hygiene, glasses, hearing aid etc.
- To maintain the residents dignity and feeling of well being.
- All residents should be observed according to their individual needs both day and night. Help must be given to any residents that may require help with changing position.
- Laundry duties as and when required.

- Escort residents on hospital appointments when required.
- Ensure all aids used by residents are kept clean, in good working order and report any problems.
- Encourage and assist residents to maintain outside interests and hobbies and encourage new interest.
- Keep all cupboards and working areas clean and tidy.
- Assist with lifting and moving residents.
- Assist qualified staff as and when required.
- Attend all Fire and Lifting Lectures according to legal requirements.
- To attend staff meetings, it is compulsory to attend at least one meeting out of three.
- Report all accidents to the Trained Nurse in charge.
- Report to the appropriate Manager or Senior Nurse on duty any faults you think may be hazardous to residents, visitors or other members of staff.
- All staff are required to work flexible duties, according to the needs of the Home.
- The above is an indication of the main areas of responsibility of the postholder. It is not an exhaustive list of duties which may be required from time to time.

This job description may be changed to meet the needs of the Home and the residents.

This post is subject to satisfactory enhanced disclosure.

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**PERSON SPECIFICATION**

**Job Title:** Care Assistant

**Scheme:**

<b>FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Physical</b>	Self motivated and organised		At interview
<b>Qualifications/Skills</b>		NVQ level 2 or higher	Application Form, references, Interview and copy documents.
<b>Special Knowledge/Abilities and/or Job Experience i.e. clinical/professional</b>		Previous experience of Care working with the elderly	Application Form, references and at Interview.
<b>Personal Qualities/Disposition</b>	Caring and sensitive to the needs of other  A good communicator  Personal appearance and conduct		At Interview
<b>Circumstances</b>	All staff are required to respect the confidentiality of all matters they might learn in the course of their employment		At Interview
<b>Interests and Motivation to the job</b>	An active team member and able to work on their own initiative		At Interview