

Job Description – Care Assistant Seaham day centre

Report to:	Senior Care Assistant
Responsible to:	Day Services Manager
Location:	Seaham Day Centre and covering other day centres within the charity

GENERAL

The Care Assistant is part of the caring team and as such works with other staff to care for guests who visit the Day Centres. The work can be physically and mentally demanding, and the person appointed to the post will be expected to have a good understanding of caring for people with dementia related illness or memory impairment.

Care for guest must be provided in a way which preserves dignity, treats individuals with respect, offers choice and safeguards privacy.

To apply for this post applicants would normally be expected to have N.V.Q. Level 2 in Care however, previous experience of working with people with complex needs would be considered, as training will be given.

A full driving licence is required.

The Service shall be delivered in a flexible manner tailored to meet the outcomes of individual Guests and shall include activities, support, advice and advocacy/representation.

The service will make use of a variety of community facilities in order to extend the Guest' skills and provide greater opportunity for integration and social interaction The care assistant role is part of a wider team which will:

- Encourage re-ablement and social inclusion
- Develop, deliver, monitor and review bespoke outcome-focused support programmes as determined and prescribed by individual Guests
- Provide interesting, varied and stimulating activities within the centre and in the wider community, in response to the choices and interests of Guests
- Provide sessions for Guests in a group environment or on an individual one-to-one basis
- Match what Guests want to do with available options
- Align Guests with others with similar requirements
- Ensure full utilisation of community services and activities to support service provision
- Consult with Guests and their representatives to ensure they are involved in service design and are able to influence service delivery

RESPONSIBILITIES

- To help the guest to lead as full a life as possible, to organise activities for the clients, e.g. handicrafts, games, reading, etc.

- To help with serving of meals and assisting guests where necessary. Helping to clear away the dishes afterwards.
- To make drinks, or help clients make drinks, when required. Clear away and wash up afterwards.
- To assist other members of staff if necessary.
- To report any changes in guests condition to the Senior Assistant/Day Centre Manager.
- To report incidents of clients, staff or visitors to the Senior Assistant/Day Centre Manager, who will record it in the Accident Record book.
- To care for equipment and report any defects to the Senior Assistant/Day Centre Manager.
- To escort guest to and from the day centre in the mini bus.
- To help bathe, wash and dress guests when necessary.
- To assist with all personal care requirements to maintain dignity and wellbeing of all guests at all times
- To complete daily health records accurately and clearly.
- To liaise with carers delivering messages to and from the Day Centre as requested by the Senior Assistant/Day Centre Manager
- To tend to plants as required within the Day Centre.

GENERAL DUTIES

- Responsible for the collection of dinner monies from carers and given to Driver as requested by the Senior Assistant/Day Services Manager.
- To ensure all faulty equipment is stored in the appropriate place, reported and recorded.
- To assist and attend all training sessions when necessary.
- To attend all staff meeting as required by the manager
- Responsible for the overall appearance of the centre. General tidiness/housekeeping.
- Using appropriate e To clean up spillage's as they occur and assist other members of staff with Day Centre cleaning, equipment supplied and as specified by the manager.
- To undertake any duties regarding the establishment, as requested by the Senior Assistant/Day Centre Manager.

Note:

This job description is not intended to establish a total definition of the job, but an outline of duties.

Terms and Conditions

Salary: TBC

Pension: The Hospital of God accords with Auto Enrolment pension requirements.

Annual leave: 5.6 weeks (pro rata), 6.2 weeks per year after 2 years and 6.6 weeks per year after 5 years. In all cases including statutory holidays

Normal
Working hours: 33 hours as follows:

- Monday to Wednesday - covering other day services within the charity.
- Thursday and Friday based at Seaham day centre

You are entitled to the equivalent time off in lieu for any additional hours worked.

Probationary period: 3 months