



Job Description – Care Assistant

Job Title:	Care Assistant
Responsible to:	Home Manager
Location:	Stichell House residential home, Greatham
Qualifications:	NVQ Level I is essential
Essential Experience:	Working in a residential care home environment

Overview of the Service

Stichell House provides care and accommodation to 35 people of older age and the care assistant will play a critical part in delivering care to maintain their health and wellbeing and empower people to have more independence, autonomy, choice and control in their lives.

People who live in Stichell House have varying degrees of physical and mental health abilities and everyone in Stichell House should be cared for as an individual, with individual needs. Care should be person focussed and always centred on the person's unique needs.

DUTIES

1. To help the residents to lead as full a life as possible and to ensure that care practices accord with Hospital of God policies including the policies and rules contained within the employee handbook and to take appropriate in reporting any issues to the manager or duty manager.
2. To provide safe and appropriate care to residents and to adhere to The Hospital of Gods policy on safeguarding vulnerable adults.
3. To ensure care plans are read and understood before care delivery, to ensure care is delivered appropriately and in a safe manner at all times.
4. To help with serving of meals and assisting residents where necessary.
5. To make drinks, or help residents make drinks, when required complete appropriate documentation.
6. To report any changes in residents condition to the Manager or duty manager.
7. To help bathe, wash and assist with dressing when necessary ensuring you provide choice, privacy and dignity at all times.

8. To assist residents with their individual toilet requirements and adhere to relevant individual care plan.
9. To ensure Moving and Handling policy is followed in accordance with resident's plan of care.
10. To clean up spillages as and when they occur using appropriate equipment supplied and as specified in the **Health & Safety Policy**.
11. To ensure Health and Safety requirements are adhered to at all times.
12. To care for residents who are at the end of their life in accordance with their plan of care, wishes and needs.
13. To assist with any other duties as directed by the staff in charge.
14. To report incidents to residents, staff or visitors to management.
15. To care for equipment and report any defects to the management, however small.

Organisational Duties

- To accept regular supervision from the manager.
- Attend all monthly staff meetings and other events as requested.
- To attend in-house training and mandatory training as requested.
- To complete relevant qualifications as requested by the employer.
- To promote the Hospital of God as an excellent provider of care services
- To maintain and create good relationships with families and loved ones
- To adhere to the system of recording within Stichell House
- Responsible for the overall appearance of the home when on duty. General tidiness and housekeeping.

Support and Review

To ensure that care plans are kept up to date in accordance with individual needs and also General Data Protection Regulations and Data Protection Act 2018

Other Duties

The above list of tasks is not exhaustive and the Care Assistant will, at the request of the employer, undertake any other duties that are commensurate with the level of the post and the skills and abilities of the post holder.

Main Terms and Conditions

Wage: £7.97

Pension: The Hospital of God accords with Auto Enrolment pension

Normal working hours: 17.5 hours per week over four shifts

Annual leave: 5.6 weeks per year, increasing to 6.2 weeks per year after 2 years and 6.6 weeks per year after 5 years. In all cases including statutory holidays.

Duration of post: Permanent.

Probationary period: Three months