

Job Description – Care Assistant

Job Title:	Care Assistant (days)
Responsible to:	Registered Manager/Nurse in charge
Location:	Gretton Court nursing home, Heather Grove, Hartlepool
Qualifications:	NVQ Level I is essential
Essential Experience:	Working with people living with a diagnosis of dementia or mental health needs

GENERAL

The Care Assistant is part of the caring team and works with other staff to care for our residents in the home. The work can be physically and mentally demanding and the person appointed to the post will be expected to have an understanding of and sympathy with elderly people. Care for residents must be provided in a way which preserves dignity, treats individuals with respect, offers choice and safeguards privacy.

To apply for the post applicants would normally be expected to have NVQ Level 2, however, applicants with previous experience or work with elderly people would be considered.

DUTIES

1. To help the residents lead as full a life as possible:
 - To organise activities for the residents, e.g. handicrafts, games and reading etc. an activity time table/ rota and instructions are available and the activity co-ordinator will leave the resources needed.
2. Prepare residents rooms ensuring that the bedrooms are warm and tidy:
 - They must be free from hazards
 - The bed must be dry, clean and comfortable
 - Check that windows are closed (unless there is a reason for them not to be)
 - Close curtains and ensuring that there are continence products and washing essentials where necessary.
3. To record where necessary/using appropriate documentation.
4. To help with serving of meals and assisting residents where necessary. Helping to clear away the dishes afterwards.
5. To make drinks and/or help residents make drinks, when required. Clear away and wash up afterwards.

6. To report any changes in residents condition to the Registered Manager or Nurse in Charge.
7. To recognise and report any safeguarding concerns and follow appropriate safeguarding procedures.
8. To ensure documentation is recorded in a timely manner.
9. To report incidents to residents, staff or visitors to the Nurse in Charge who will then record it in the Accident book.
10. To care for resident's property and any property belonging to the home as directed.
11. To care for equipment and report any defects to the Registered Manager/Nurse in Charge
12. To accompany residents to activities outside the home when necessary.
13. To help bathe, wash and dress residents when necessary.
14. To help residents with their toilet requirements.
15. To clean up any spillages as and when they happen using the appropriate equipment supplied and as specified in the Health & Safety policy.
16. To help care for residents who are terminally ill
17. To assist with any other duties as required
18. To work in accordance with The Hospital of God policies & procedures in particular Codes of Conduct, Health & Safety, Infection Control & Staff Handbook

Support and Review

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

Other Duties

This job description is not intended to be a complete list of duties or responsibilities, but indicates the main function of the post. When taking up you post a comprehensive list of policies and procedures will be given.

Terms and Conditions

Salary: £7.97
 Pension: The Hospital of God accords with Auto Enrolment pension requirements.
 Annual leave: Pro- rata 5.6 weeks, 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: 36 ³/₄ hours per week
 Probationary period: 3 months.