

## Job Description – Care Assistant

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

### GENERAL

The Care Assistant Nights is part of the caring team and as such works with other staff to care for the 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 empathy 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 II, however, previous experience or work with elderly people would be considered.

### 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 Nurse In Charge
2. To provide safe and appropriate care to residents and to be involved in the system for the protection of vulnerable adults.
3. To help with serving of meals and assisting residents where necessary. Helping to clear away the dishes afterwards
4. To make drinks, or help residents make drinks, when required and record
5. To assist and support the Nurse in charge where needed
6. To report any changes in residents condition to the Manager or Nurse in Charge
7. To report incidents to residents, staff or visitors to the Nurse in Charge, who will record it in the Accident book

8. To care for residents property
9. To care for equipment and report any defects to the Manager/Nurse in Charge
10. To help bathe, wash and dress residents when necessary ensuring you provide choice, privacy and dignity at all times
11. To assist residents with their toilet requirements and adhere to continence policy
12. To ensure Moving and Handling policy is followed in accordance with residents plan of care
13. To clean up spillages as they occur using appropriate equipment supplied and as specified in the Health & Safety policy
14. To care for residents who are at the end of their life in accordance with their pan of care, wishes and needs
15. To assist with any other duties as required

### **General Duties**

- To assist and attend all training sessions when necessary.
- To attend all staff meeting as required by the manager
- To adhere to the system of recording within Gretton Court
- Responsible for the overall appearance of the home when on duty. General tidiness/housekeeping.
- To clean up spillage's as they occur and assist other members of staff using appropriate equipment supplied and as specified by the manager.
- To undertake any duties regarding the establishment, as requested by the Manager or Nurse in Charge.
- To maintain and create good relationships with families and loved ones

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:	30 <sup>3</sup> / <sub>4</sub> hours per week
Probationary period:	3 months.