



HERITAGE CARE HOMES

Care Assistant

Reports to: Senior Care Assistant/Deputy Manager/Manager

Please note that this role may require occasional work at other homes across the Heritage group.

Key responsibilities:

Care

- ❖ Helping service users who need assistance with washing and toileting, dressing and undressing
- ❖ Assisting service users who have physical disabilities or limited mobility by making use of the aid available
- ❖ Assisting in the control of incontinence, providing comfort with dignity
- ❖ Caring for service users who are temporarily unwell, including applying minor dressings and basic bed care.
- ❖ Helping and caring for service users who are dying
- ❖ Giving mental and physical stimulation to service users by talking to them and helping them to continue with hobbies and activities in the home
- ❖ Responding to emergency bells, answering the door and telephone
- ❖ Making and changing beds, tidying rooms and light cleaning - including the emptying and cleaning of commodes.
- ❖ Feeding service users who need help, laying tables and trays, serving meals, washing up, preparing light meals, clearing and tidying dining rooms
- ❖ Checking, mending and washing service users' clothing
- ❖ Maintaining the cleanliness of service users equipment i.e. dentures, hearing aids, wheelchairs and Zimmer frames
- ❖ Reporting any significant changes to the health of a service user
- ❖ Carrying out any other duties requested by supervisory staff
- ❖ Maintaining confidentiality regarding all aspects of care in the Homes

Administration

- ❖ Familiarising yourself with service users Care Plans in line with our key worker system
- ❖ Updating Care Plans on a monthly basis by recording any abnormalities or issues with new or existing health conditions
- ❖ Following approved hand-over procedures at the end of your shift

Relatives and Guests

- ❖ Making visitors feel welcome, giving them refreshments and any assistance they may require

- ❖ Taking part in staff and service users' meetings
- ❖ Passing on feedback from relatives to managers where appropriate

Training and Personal Development

- ❖ Participating in a full induction before starting work
- ❖ Familiarising yourself and complying with our policies and procedures
- ❖ Attending training sessions when requested (Health and Safety, Care Planning, Risk Assessment, Medication, SOVA, Fire Safety etc.)
- ❖ Participating in supervision sessions with the manager once a month and appraisals once a year
- ❖ Identifying your own training needs
- ❖ Attending and contributing to monthly staff meetings

Health and Safety

- ❖ Ensuring the safety and security of the building whilst on duty
- ❖ Reading and understanding the Risk Assessments provided in the Care Plans
- ❖ Following instructions in Manual Handling and Risk Assessments
- ❖ Applying Health and Safety regulations in areas such as food hygiene, moving and handling, the handling and storage of medication, cleaning and chemical storage, and fire safety practices

Infection Control

- To ensure that the home follows the proper infection control procedures
- To ensure that the service users bedrooms are free from dust and any concerns are to be reported to the domestic team and the Management
- To ensure that the cleaning schedules are completed by domestic staff and care assistants
- To ensure that any clinical waste is disposed of in the appropriate bins

Personal Specification

Essential

- ❖ Able to communicate with people from all backgrounds
- ❖ An interest in caring for the elderly
- ❖ Basic understanding of how rights, dignity, privacy, respect, & choice are important when providing care
- ❖ Able to work with initiative
- ❖ Positive attitude towards teamwork
- ❖ Adaptable to changes in workload