

# 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 & 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 & 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 & 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

**PLEASE RETURN YOUR CV & COVERING LETTER TO THE ADDRESS BELOW**

Victoria House, 14-26 Victoria Street, Luton LU1 2UA

T: 01582 405511 | F: 01582 457383 | E: [recruitment@heritagecarehomes.co.uk](mailto:recruitment@heritagecarehomes.co.uk) | [www.heritagecarehomes.co.uk](http://www.heritagecarehomes.co.uk)

Heritage Care Homes Ltd - Registered in England & Wales - Co Reg. No: 04380228 | Edwardian Care Homes Ltd - Registered in England & Wales - Co Reg. No: 03224641 VAT No: 233518717  
Heritage Property Developments - VAT No: 897890536 | Heritage National Properties - Registered in England & Wales - Co Reg. No: 10366071 VAT No: 250192433