

JOB DESCRIPTION

JOB TITLE:	Care Assistant
REPORTS TO:	Area Manager
RESPONSIBLE TO:	General Manager
JOB PURPOSE:	To assist in the provision of care to service users and work as part of a team to achieve required standards.

KEY RESPONSIBILITIES:**Service users****To meet the needs of the service users through:**

- Assisting service users in carrying out self care tasks including personal washing; showering; bathing and bed bathing; dressing and undressing; toileting; feeding; assistance with personal appearance such as hair brushing; continence management, catheter care; stoma care; and getting in and out of bed
- Providing housekeeping duties in each service users house to ensure beds are made up and changed as appropriate; adequate disposal of incontinence products; rooms are clean and tidy and commodes are emptied and cleaned
- Assisting in practical support such as house cleaning; fire lighting; shopping; cooking; dish washing; laundry and other duties as instructed and written in the task schedule
- Providing daysitting and nightsitting service to service users
- Ensuring service users are provided with refreshments and light snacks as appropriate
- Observing care planning needs for service users
- Reminding service users to take medication
- Cleaning and maintaining aids used by the service users such as spectacles false teeth and hearing aids
- To help promote as much personal, physical independence and choice as possible
- Uphold service users rights and preserve dignity
- To ensure the delivery of care services in the community are meeting the required standard as laid out at Prime Care's induction and set out by NISCC

Personal Development**Training & Development:**

- Maintain professional knowledge and competence
- Attend training courses and updates as deemed necessary
- Attend regular meetings with team leaders and line manager
- Assist in the training and mentoring of new staff

General Responsibilities

Other Duties:

- To assist the Oncall in an **advisory capacity** regarding adverse events including:
 - Securing cover for shifts
 - Confirming weather conditions/adverse occurrences in relevant area
- Responsible for the completion of good quality written records in relation to personal care, medication and well being and also reports regarding the service users in our care; as instructed by the Line manager and in line with company policies and procedures.

Health and Safety:

- Report immediately to the office or Oncall facility any illness, accident or non entry to a service users home as per company policies and procedures
- Promote safe working practices within all service users home

Special Conditions:

- This post requires the holder to be available at varying times, which include early morning and late evening work and may involve an on call rota system. The post holder is required to work weekends and bank holidays when required.
- To carry out other duties and responsibilities commensurate with the post and the needs of the organisation in order to develop and maintain service delivery.
- The post requires the holder to have a clear disclosure check in accordance with the regulatory body Access NI.
- Ensure all information of confidential nature is not divulged to third parties
- Notify the office or Oncall facility as soon as possible of your inability to report for duty and abide by the company policy on sickness and absence

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Prime Care reserves the right to amend this job description from time to time, according to business needs. Any changes will be confirmed in writing.

Knowledge and Qualifications:

Essential:

Experience/Knowledge:

- Good communication and interpersonal skills
- Team player
- Flexible approach to work according to the needs of the service
- Basic literacy and numeracy skills
- Understanding of confidentiality
- Demonstrate motivation, reliability and commitment to team working and the development of others
- Ability to maintain accurate and up to date records and task schedules in accordance with company policies and procedures

Personal Qualities/Skills:

- Flexible, reliable and responsive to change
- Ability to convey information that requires tact and persuasive skills and deal empathetically with distressed or anxious service users and care staff
- Understands and able to carry out instructions and directions given verbally and in writing
- Ability to cope with competing priorities
- Ability to work on own initiative and without daily supervision
- Maturity and genuine compassion for caring for our service user group

Working conditions:

- Ability to undertake personal care with service users
- Must be able to travel between service users in the community
- Fitness to do the job

Other:

- Satisfactory Police clearance
- 2 work related references
- Right to work in UK
- Understanding of the English language
- Own transport with full European driving licence and business class insurance

Desirable:

- NVQ 2 in Care or willingness to work towards
- Experience in care setting
- Experience and certification in moving and handling (although full training will be provided)