



Job Description

JOB TITLE: Care Assistant

RESPONSIBLE TO: Unit Manager

Job Summary:

- To address with other members of staff the personal and social care of residents in a way that respects the dignity, confidentiality and privacy of the individual and promotes independence
- To promote and deliver the planned activities programme as required
- To escort residents to appointments as required

Key Tasks:

1. To participate in the delivery of residents' physical and social care, including mobility, toileting, bathing, feeding and encouraging residents to maintain their independence, thus ensuring a high standard of care is achieved
2. To appraise yourself of each resident's care plan, adhere to planned care and assist in the planning process
3. To report to the Unit Manager/Nurse in Charge any change in the residents' condition or any other relevant information about personal or nursing care that has changed
4. To work as part of the unit team, reporting to your direct supervisor
5. To liaise with all those involved in the running of Horsfall House, contributing to the smooth and efficient function of the home
6. To assist residents at meal and refreshment times, including serving of food, feeding, cutting up of food, monitoring of dietary needs and dietary intake. To assist residents' choice of menu and record on selection sheets for catering department
7. To assist in the planning and delivery of the activities programme to the residents as required by your Unit Manager in support of the activities team
8. To make a record of all daily personal and social care for each resident on individual care plans
9. To respond to visitors courteously and attend to the front door out of hours
10. To maintain the kitchenette to a high standard, meeting all food hygiene regulations and MCEL Food Safety policy. This includes the cleanliness of the sink, fridge, bins, work surfaces and cupboards
11. To undertake keywork duties for residents as organised by the Unit Manager. This may be shopping, writing letters, reading, organising family contact, attending spiritual events, voting or any other community activity

General:

1. To attend meetings and participate in any training and educational programmes provided.
2. To follow all Horsfall House policies and procedures
3. To arrive on duty punctually, correctly dressed and tidy as per the dress code and to follow all signing in/out procedures
4. To ensure the safe use and storage of cleaning materials in sluices and leave all areas tidy on each shift
5. To assist in the laundry system in emergencies or as required

Horsfall House is committed to providing professional, respectful and quality care, whilst maintaining exceptional standards to ensure residents enjoy the highest quality of life. All employees are required to:

- Make a difference to the lives of older people and adults with a disability. Residents will be encouraged to maintain independence and choice in a homely environment
- Show courtesy and respect to clients/residents and relatives and retain the confidentiality of clients/residents and their families at all times
- Greet all visitors in a friendly, courteous and efficient manner and promote Horsfall House positively in the local community
- Maintain good working relations with all colleagues at all times. In order that Horsfall House may maintain a positive environment, employees are required not to engage in or permit any fellow employee to engage in any unlawful discrimination against employees, clients/residents or relatives
- Attend and participate in training sessions and staff and relatives' meetings as and when required
- Be aware of and at all times comply with all MCEL rules, policies and procedures, including the statutory requirements of the Health and Safety at Work Act, Care Standards Act and the relevant regulations

Policies & Procedures:

To comply with all policies and procedures of the organisation relevant to the post and continue to update knowledge when new policies are introduced.

Health & Safety:

It is the duty of every employee to assume responsibility for the health and safety of themselves and others, including the use of the necessary risk assessments, safety devices and protective clothing.

To co-operate with management in meeting its responsibilities under the Health & Safety at Work Act 1974, COSHH, Moving & Handling, Food Hygiene and First Aid regulations, you must:

- Act upon MCEL Fire Policy and be fully aware of the emergency procedure, the location of fire alarms, equipment and the fire panel
- Report promptly to your Manager any problem arising from an accident or incident and record in accident book as required
- Adhere to Moving and Handling principles following training and when so required complete a self-risk assessment for use of display screen

Confidentiality:

All staff are required to respect the confidentiality in all matters that they may learn during the course of their duties relating to other members of staff, the clients/residents and the day to day running of Horsfall House.

All staff must work within the Data Protection Act in ensuring security of computerised data.

This Job Description is not exhaustive, and you may be required to carry out other tasks from time to time which fall within the level of the post, as agreed with the General Manager