**Job Description:**

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| **Job title: Care Assistant** | |
| Reporting to: Matron | Number of Direct Reports: 1 |
| Purpose of the Role:   * To maintain the highest standards of care, ensuring the best possible outcomes for each resident whilst maintaining dignity, privacy and confidentiality at all times. | |
| Main duties:  To provide care and support for each resident in accordance with their individual care plan whilst respecting their dignity and privacy at all times.   * To maintain confidentiality at all times as stated in the charity’s policies and procedures and in line with the Data Protection Act.   To administer medication as instructed within individual care plans and record accurately and comprehensively on the relevant MAR charts in line with medication policies and procedures.  To observe and report to the nurse in charge any changes in the condition of residents and contribute to report sessions.  Recording all care given and any other relevant information promptly and accurately on appropriate documentation.  Respond to any emergencies in a professional and timely manner taking any action necessary in line with current policies and procedures.  To adhere to all instructions relating to safe systems of work as set out in the charity’s policies and procedures.  To follow health and safety instructions, manufacturer’s instructions and safety procedures when using any equipment.  To treat all visitors and relatives with courtesy and respect, reporting any queries or concerns promptly.  To attend individual supervisions, appraisals and staff meetings when requested.  To attend all mandatory training and any other training identified as a requirement.  To adhere to the Charity’s policies and procedures on Safeguarding Adults and report any concerns.   * To comply with all other policies and procedures as required by St Johns Charity Winchester. * To undertake any other such duties and responsibilities as reasonably required. | |
| Key Responsibilities and Accountabilities:   * To provide care and support in line with the Health and Social Care Act and CQC requirements. * Respond to emergencies. * To be accountable for keeping the nurse in charge appraised of any change in condition of each resident immediately. * To ensure all safe systems of work are adhered to and any equipment is used in line with health and safety regulations and manufacturer’s instructions. | |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understood my Job Description for Care Assistant.

**Person Specification:**

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| Qualifications/Education: | Essential   | Desirable   |
| Good level of education including qualification in English and Mathematics.  NVQ 2 or Diploma level 2 in Health and Social Care |  |  |
| Skills: |        |  |
| Good communication skills both verbal and written  Good listening skills  Team player  IT literate – Word |
| Knowledge and Experience: |    |    |
| Previous experience in care work  Knowledge and understanding of health and safety.  Knowledge and understanding of safeguarding Adults in the care sector  Wiliness to participate any Learning and Development to achieve a Care Certificate and any other training as required. |
| Competencies: |              |  |
| Develop own abilities and help others to develop in order to improve our service.  Display kindness, compassion and concern for others.  Collaborating with Others  Work with others positively sharing knowledge, good practice and experience.  Uses appropriate, clear and effective communication to achieve results and works as part of the team.  Committed to putting residents first, understanding their needs and delivering a consistently high standard of service which exceeds expectations.  Actively contributes to the working environment, recognising, responding and valuing every individual.  Is principled, open and conscientious. Respects values, challenges unacceptable behaviour, poor performance and adheres to the code of conduct. |