**Job Description:**

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| Job title: Care Assistant | |
| Reporting to: Matron | Number of Direct Reports: 1 |
| Purpose of the Role:   * To provide the best quality care for residents * To maintain the highest standards of care and ensure the best possible outcomes for each resident | |
| Main duties:  1. To provide care for each resident in accordance with their individual care plan whilst respecting their dignity and privacy.  2. To adhere to all instructions relating to safe systems of work as set out in the charity’s policies and procedures.  3. To observe and report to the nurse in charge any changes in the condition of residents.  4. To treat all visitors and relatives with courtesy and respect, reporting any queries or complaints promptly.  5. To take action in accordance with procedures and a record of actions taken accurately and on the appropriate documentation.  6. Recording all relevant information promptly on the appropriate charts and forms and attending report sessions and staff meetings.  7. To attend report sessions and staff meetings as directed by the Matron.  8. To attend all mandatory training and other training identified as a requirement.  9. To adhere to the Charity’s policies on safeguarding in relation to each resident.  10. To ensure when using equipment to follow health and safety instructions, manufacturer’s instructions and safety procedures.   * 11. To fully comply with the provisions for safeguarding of adults at risk and to ensure knowledge and understanding of safeguarding is current. * 12. To participate in the Charity’s appraisal scheme. * 13. To participate in all training as identified by training need or mandatory. * 14. To undertake any other such duties and responsibilities which may fall within the purview of such a post and grade. * 15. To be aware at all times of the code of confidentiality concerning residents and their affairs. * 16. To comply with the Charity’s policies and procedures, in particular those regarding health and safety and safe systems. | |
| Key Responsibilities and Accountabilities:   * To be accountable for keeping the nurse in charge appraised of any change in condition of each resident immediately. * To ensure all equipment used is cleaned and stored in line with health and safety requirements and in line with any manufacturing instructions. | |

**Person Specification:**

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| Qualifications/Education: | Essential   | Desirable   |
| Good level of education including qualification in English and Maths.  Willingness to undertake training if required |    |  |
| Skills: |      |  |
| Excellent communication skills, verbal and written  Team player  Flexible worker  IT literate |
| Knowledge and Experience: |  |        |
| Previous experience in care work  Knowledge and understanding of health and safety, hygiene, safe working systems  Knowledge and understanding of safeguarding in the care sector |
| 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. |

*I acknowledge and agree the above job description and the details contained therein.*

*Signed ………………………………………….. Date …………………………..*