**JOB DESCRIPTION**

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| **Job title: CARE ASSISTANT** | |
| **Reporting to:** The Registered Manager | **Number of Direct Reports:** 1 |
| **Purpose of the Role:**   * Provide registered care, both discreetly and thoughtfully, whilst maintaining the highest standards. * Respectfully delivering services for each resident's individual health and social needs whilst maintaining their dignity and emotional wellbeing. | |
| **Main Duties:**   * To provide care and support for each resident in accordance with their individual care plan whilst respecting their dignity, privacy and personal choice and preference. * To help residents make decisions so they can be as independent as possible. * To maintain confidentiality at all times as stated in the Charity’s policies and procedures in line with GDPR and the Data Protection Act. * Assist with medications, recording accurately and comprehensively onto the relevant MAR charts and care plans in line with medication policies and procedures. * To act on and report any change in residents’ condition or cause for concern. Be clear when to seek advice in order to keep residents safe and promote wellbeing. * Recording all support provided, together with other relevant information, promptly and accurately on appropriate documentation. * Respond to any emergencies, accidents, incidents and safeguarding matters 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 St John’s policies and procedures. * To follow health and safety instructions, manufacturer’s instructions and safety procedures when using any equipment. * When appropriate, work with family members, representatives and other professionals to achieve the best outcomes for residents. * To take part in individual supervisions, appraisals and staff meetings when requested. * To attend all mandatory training or other training identified as a requirement. * To adhere to the St John’s policies and procedures on Safeguarding Adults and report any concerns. * To comply with all other policies and procedures as required by St John’s. * To undertake any other such duties and responsibilities as reasonably required. | |
| **Key Responsibilities and Accountabilities:**   * To provide a high standard of care and support in line with the Health and Social Care Act and CQC requirements. * Respond to emergencies accidents and incidents to maintain the health, safety and wellbeing of all residents. | |

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

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

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

**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, challenge unacceptable behaviour, poor performance and adheres to the code of conduct. |