

Unit 5 Millennium Way, Dunston, Chesterfield, S41 8ND

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POSITION	CARE ASSISTANT
RESPONSIBLE TO	REGISTERED MANAGER
DIRECT LINE MANAGER	AREA TEAM LEADER

This job description is a statement of the core duties of the Support Coordinator, but it is not an exhaustive list. The Company may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.

SUMMARY OF ROLE

- To deliver care and support to service users in their own homes using a person-centred approach that gives each person the strongest voice with regards to decision making and lifestyle choices.
- To assist with personal care, domestic duties, administer medications, maintain accurate records, maintain confidentiality, and protect the health, safety and welfare of yourself and others.
- To encourage service users to achieve and maintain maximum independence in a way that maintains their dignity, privacy and choice.

PRINCIPLE RESPONSIBILITIES

- I. To assist with personal care, and to ensure the health and welfare of service users. To encourage and enable service users to achieve and maintain maximum independence by:
- II. Assisting with washing, toileting, shaving, dental hygiene, bathing, dressing and eating.
- III. Changing of incontinence products, maintenance of catheter equipment, emptying commodes, disposing of soiled items by appropriate methods.
- IV. To help service users with mobility problems and other physical disabilities, including help in use and care of aids and personal equipment
- V. To care for service users who are temporarily sick in needing for example, minor dressings, bed nursing, help with feeding etc.
- VI. Assisting with domestic duties including cleaning, cooking, making beds, washing and shopping
- VII. To help in the promotion of mental and physical activity of service users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations
- VIII. Assist in the administering of prescribed medications to service users and contribute to the medication record which are kept in the service user's home.

- IX. Required to contribute to a daily log of care which are kept at the service users home
- X. To attend training courses and activities considered appropriate to your appointment and which will assist you in carrying out your duties
- XI. To fully participate in team meetings, supervisions, appraisals and other meetings set up to review your achievements
- XII. To participate in ensuring consistent standards of confidentiality are upheld
- XIII. To comply with all decisions, policies and procedures of the company and any relevant statutory requirements including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act
- XIV. Ensure the safety of yourself, by always carrying a mobile phone, regular car checks are up to date and report any incidents relating to your safety immediately.
- XV. The job description aims to reflect the current requirements and responsibilities of the post and is not exhaustive and may vary in light of any changing demands and priorities

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the **Data Protection Act 1998**.

All staff must ensure that they are aware of their responsibilities under the **Health and Safety at Work, etc. Act 1974**.

Signature: (Care Assistant)	
Date:	
Signature: (Manager)	
Date:	

PERSON SPECIFICATION – CARE ASSISTANT

Qualifications	
Level 2 NVQ/QCF in Health and Social Care (or equivalent) or willing to work towards	Desirable
Level 3 NVQ/QCF in Health and Social Care	Desirable
Level 2 NVQ/QCF Team Leader (or equivalent)	Desirable
Level 3 NVQ/QCF Management (or equivalent)	Desirable
GCSE A-C (or equivalent) in maths and English	Desirable
Experience	
Experience in the care provision sector	Desirable
Experience of customer care / handling complaints /problem solving	Desirable
Skills	
Able to work as part of a team	Essential
Excellent written and verbal communication skills	Desirable
Good organisational and planning skills	Essential
Able to work independently and use own initiative	Essential
Able to multi-task and manage difficult situations calmly and effectively	Essential
Able to motivate, lead and inspire team members	Desirable
Knowledge	
Knowledge of CQC fundamental standards	Desirable
Knowledge of relevant legislation e.g. Mental Capacity Act 2005	Desirable
Personal Characteristics	
Professional approach to work	Essential
Tactful and diplomatic approach when dealing with staff and service users	Essential
Positive and enthusiastic about the care sector and the business	Essential
Committed to continuous improvement of the service, and personal development.	Essential
Others requirements	
Able to work flexibly, including bank holidays, evenings and weekends	Essential
Full driving license and access to a vehicle	Essential