

### Job Description

<b>Job title</b>	Care Assistant	<b>Job family</b>	Priory Adult Care
<b>Reporting to</b>	Home Manager	<b>Job code</b>	
<b>Location</b>	Site specific	<b>Evaluation Date</b>	February 2017

#### Job Purpose

Supports and assists qualified staff in the planning and implementation of resident care. Delivering care to the resident as prescribed by the individual care plans.

#### Responsibilities

##### Quality

1. Assists qualified staff with the implementation of individual resident care plans, undertaking routine tasks and activities as directed to facilitate the wellbeing, dignity and treatment of all residents.
2. Provides practical support and responsive care to residents who require assistance with intimate personal needs such as dressing, bathing and toileting activities ensuring that such activities comply with procedures and the relevant healthcare legislation.
3. Observes and monitors the wellbeing of residents ensuring that any unusual physical, mental or emotional occurrences are promptly referred to senior staff/the primary nurse and documented as appropriate.
4. Develops and maintains a good professional relationship with residents, colleagues and visitors responding promptly and courteously to requests and enquiries.

##### Innovation

5. Assist local management to develop and implement new services within the site.

##### Value

6. Ensures that service users are receiving care, which is value for their money.

#### Knowledge / Education / Skills

##### Essential

- Basic numeracy skills
- Basic literacy skills
- Willingness to work towards an Diploma/SVQ 2 in Health and Social Care

##### Desirable

- Diploma/S/NVQ2 in Health and Social Care
- Knowledge and understanding of the needs of older people

### Experience

Experience is not essential as training will be provided.

### Communication

The nature of the role necessitates frequent interaction with staff, residents and visitors in the home involving the regular exchange of routine information in person and over the telephone. Gathering information will be required occasionally to make judgement decisions. Well-developed observational and listening skills are essential for monitoring the mental, emotional and physical wellbeing of residents.

### Responsibility

#### **Staff**

Occasionally asks to assist less experienced colleagues.

#### **Budgets & equipment**

Collective responsibility for the care and appropriate use of resources in the home.

#### **Informatics**

Responsibility for the accuracy of personal recordings in residents' records and maintaining confidentiality.

### Working Environment

The problems faced by residents may present challenging situations, which may increase the physical, sensory and emotional demands of the role.

<b>Upholding the Company Behaviours</b>	
This provides some guidance on the types of conduct to support the Company Behaviours	
<b>Behaviour</b>	<b>Evidence</b>
Putting People First	<ul style="list-style-type: none"> <li>• Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families</li> <li>• Actively seeks to develop the potential of every service user and staff member</li> </ul>
Being a Family	<ul style="list-style-type: none"> <li>• Celebrates success and supports colleagues through difficult times</li> <li>• Demonstrates loyalty to colleagues, manager and team</li> </ul>
Acting with Integrity	<ul style="list-style-type: none"> <li>• Is honest and respectful in all interactions with colleagues and customers</li> <li>• Demonstrates emotional control</li> <li>• Ensures accurate recording of any transactions and interactions on all company documentation</li> <li>• Challenges poor performance and behaviours</li> </ul>
Being Positive	<ul style="list-style-type: none"> <li>• Promotes the company in a positive way at all times</li> <li>• Strives for positive outcomes, especially when times are challenging</li> </ul>
Striving for Excellence	<ul style="list-style-type: none"> <li>• Always puts service quality first</li> <li>• Shares and encourages innovation</li> <li>• Keeps on top of new developments in the sector</li> </ul>