



CALDWELLCARE

RESIDENTIAL CARE FOR THE ELDERLY

**CALDWELL GROUP LTD
CALDWELL & BELING LTD
CALDWELL CARE LTD**

JOB TITLE

Care Assistant

AIM

To ensure that the physical and psychological well being of the Residents is maintained at the highest level in a pleasant and harmonious environment.

FUNCTION

Responsible to the Registered Manager or their representatives for the supervision and high standard of care of the Residents within the normal activity of the establishment.

DUTIES AND RESPONSIBILITIES

- GENERAL ROUTINE

General care of the Residents includes:

Displaying a happy, caring and understanding attitude to residents and other staff at all times.

Providing personal care in a sensitive and dignified way, which includes bathing, washing, care of hair and scalp, feeding needs, preparing and serving meals, care of residents who are incontinent, care of residents who have learning disabilities, care of residents with dementia, care of pressure areas, applying ointments and dressings, issuing medication, care of residents who are terminally ill, bed making, care of Residents' clothing and personal property, use of laundry, ironing and mending clothes, tidying Residents' lockers, drawers and wardrobes, keeping Residents' rooms clean and tidy at all times, general cleaning. Reporting defects in equipment and all unusual incidents to the Manager.

In addition Care Assistants should:

Seek to establish a relationship and to be a counsellor to Residents both individually and as a group and to encourage them wherever possible to participate in the activities of the home.

To participate in the assessment, review and recording of the needs of each Resident.

To be involved with the other Care Assistants in formulating and establishing possible alternative methods of care to facilitate individual and group needs.

To encourage Residents to learn new skills and take up other interests and activities.

To seek, as part of the counselling function, to understand the emotional and personality problems among Residents and to help the group and the individual to work through these problems in conjunction with colleagues and senior members of staff where appropriate.

- OCCASIONAL DUTIES

To be prepared to assist in various leisure activities and outings and to help Residents when necessary in casual shopping, selection of clothing and escort duties to hospitals

To cover for ancillary staff by carrying out kitchen duties if colleagues are absent due to sickness or annual leave.

To carry out any other duties relevant to the job as required by the Management.

QUALIFICATIONS

A relevant qualification is desirable, but not essential, as training will be given. Care Staff must be prepared to work towards NVQ 2 in Care and to attend statutory training courses essential to the business

PERSONAL ATTITUDE

Persons selected for Care Assistants posts will have a genuine interest in elderly people. Previous experience in caring for the needs of the elderly would be an advantage, but is not essential as training will be given.

SPECIAL CONDITIONS

Rostered weekend and shift work will be involved and care staff should be prepared to cover for their colleagues who are absent because of annual leave or sickness. Care Assistants will need to have contact number available so they can be contacted out of hours if cover is needed.

SHIFTS

As per the rota

TRAINING

Training is compulsory. Please do not apply unless you are willing to fully engage with all training.

Mandatory:

Attendance at all staff meetings

Induction training

Basic Food and Hygiene course and updates as required by regulations

Fire and Evacuation Procedures and use of fire Fighting Equipment and updates as required by regulations

Manual Handling Training

Care Plan Training and Risk Assessment Training

Agreed:

Other training as required for the improvement of the business or for career development of the employee

EMPLOYMENT OBLIGATIONS

Completion of application form

Provision of two references one from current or most recent employer

Complete a Rehabilitation of Offenders Declaration

Agree to a Disclosure and Barring Service Enhanced check

You will be given and expected to sign a contract of employment

You must be confidential with any information you receive or use within the home and complete a confidentiality agreement

Name	
Signed	
Date	