

FAIRLIGHT NURSING HOME JOB DESCRIPTION

JOB TITLE: Care Assistant

REPORTS TO: Registered Manager/Duty Nurse in Charge

JOB PROFILE: To undertake, under the supervision of the Duty Nurse all duties in relation to the well being of the Residents by delivering the highest possible standards of care in a professional manner.

MINIMUM EXPERIENCE: Experience as a Care Assistant preferred however, training and supervision will be given.

QUALIFICATIONS: Care Certificate and NVQ 2 or equivalent, or prepared to commit to achieving.

RESPONSIBILITIES & DUTIES:

1. To provide and record all personal care and attention for each Resident and to follow the activities of daily living in accordance with the planned care.
2. To ensure Resident's physical needs, comforts and dignity are met.
3. To allow Residents choice, considering all means by which this can be granted.
4. To maintain a stimulating and attractive environment for the Residents.
5. To assist qualified nurses in the performance of their duties as requested.
6. To encourage and assist Residents to participate in leisure pursuits and aim to meet their social and emotional needs.
7. To maintain confidentiality of residents and colleagues at all times.
8. To record and report any changes in Resident's condition to the Nurse in charge.
9. To participate in assessment and evaluation of Resident's care as required.
10. To work according to a duty rota as displayed.
11. To cover colleagues' duties in times of sickness and holidays.
12. To undertake all training (including induction) and participate in training programmes which may be required by Law or the Home.
13. To abide by the Homes security precautions at all times.
14. To comply with Regulations in respect of Health & Safety at Work, COSHH, Environmental Health and Fire Procedures etc, and abide by the Home's Health & Safety Policy.
15. To report promptly all complaints, however minor, to the Nurse in charge.
16. To undertake light cleaning duties as required i.e. changing beds, tidying Resident's rooms and emptying commodes etc.to promote the smooth running of the Home.
17. To take care to protect Resident's personal belongings, reporting to the nurse or management any items of value that may require safekeeping.

18. To complete carer tasks according to the information card, to maintain the smooth running of the care service.
19. To attend meetings as required by the Manager or Proprietor.
20. To be courteous and polite at all times and to develop good relations with residents, visitors and other professionals both inside and outside the Home.
21. To Co-operate and maintain good working relationships with all colleagues.
22. To abide by the Home's Quality Procedures, Policies and Work Practices and to report any non-conformance in the correct manner.
23. To promote the good name of the Home at all times.
24. To answer outside telephone calls politely, obtaining the full name and organisation of the caller and relay messages efficiently.
25. To participate in marketing activities as requested.
26. To undertake other duties as may be reasonable requested in order to maintain the smooth running of the Home.

After initial orientation and following a program of planned training, a Care Assistant will be able, in accordance with the Nursing Home's Policies and Procedures to:

1. Assist residents in washing, dressing and undressing.
2. Participate in the basic nursing care of the residents under the supervision of trained staff, e.g. Bed bathing, pressure area care, mouth and eye care.
3. Assist the Residents with their toileting needs, including continence care.
4. Assist with problems of mobility, including the use of mobility aids where appropriate.
5. Help in the serving of meals and drinks, feeding those Residents who are unable to feed themselves and ensuring that each Resident receives the meal or diet that he/she has requested and is suitable for his/her needs.
6. Help with the admission and discharge of the Residents.
7. Maintain all necessary records in relation to the above.

This job description may be reviewed and changed from time-to-time according to the needs of the Home and the Residents.