

## Job Description – Care Assistant

**Reports to:** Senior Care Assistant

**Job Purpose:**

To enable residents to lead as active and independent lives as possible by providing holistic and personal care.

To promote choice to residents in their daily living by providing care which meets the Care Quality Commissions (CQC) standards.

**Key Accountabilities:**

- Delivering person centred care as documented in the care plan.
- Prioritising tasks as appropriate.
- Ensuring documentation is accurate and legible.
- Identifying and ensuring health and safety standards are met.
- Identify and report signs of poor practice or abuse.
- Escalate concerns / issues in a timely manner to the Care Home Manager
- Ensure that you are aware and understand the CQC essential standards and company procedures at all times and ensuring that you are compliant with them.

**Knowledge and Understanding:**

- Ability to read, understand and complete / meaningfully contribute to care plans.
- Health and safety in the workplace.
- Manual handling procedures.
- Mental Capacity Act

**Skills:**

- Commitment and passion to provide high quality person centred care
- Strong interpersonal and empathy skills.
- Approachable nature.
- Ability to work as part of a team and individually.
- Ability to prioritise and plan around resident needs.
- Help to create an environment where residents feel able to participate and contribute ideas

**Experience/Qualifications:**

- No prior experience of working in care is required
- NVQ/Diploma level 2 and above or willingness to work towards

**Key Activities:**

- Provide person centred care and support (including laundry, housekeeping and kitchen duties) as identified in the care plan and enabling residents to maintain independence and dignity

- Assist in keeping the home clean, safe and odour free for residents
- Maintain and complete accurate documentation of all care and support undertaken.
- Recognise, document and report any changes in the care plan, and participate in residents' reviews as required.
- Enrich wellbeing of residents by assisting in social activities.
- Respond to emergency call system and deal with any emergencies as and when they arise.
- Undertake key worker duties, building relationships with residents, families and professionals.

This job description outlines the main duties and responsibilities of the post; it is not intended to be an exhaustive list. From time to time the post holder may be asked to carry out additional reasonable tasks as appropriate to the needs of the business. As such this role definition will be subject to revision as required.

**Name** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_