



Job Description

Job Title: Care Assistant

Reports to: Service Manager / Team Leader

Based at: Elmthorpe Convent, Oxford

Date: May 2019

Job Purpose:

Provide a high level of holistic care and support for the members of the Religious Community in their home, to ensure that an independent lifestyle is facilitated

Objectives	Typical Tasks
Provide direct care to the members of the Religious Community, in order to enable them to fulfil an independent lifestyle	<ul style="list-style-type: none"> - Facilitate and provide direct personal care - Medication administration and safe storage - Ensure nutritional needs of the individual are met - Use the on call systems - Complete Care Plans and documentation
Plan, implement and evaluate individual activity programmes for each member of the religious community, in order to facilitate a full and independent lifestyle as part of Care plan	<ul style="list-style-type: none"> - Assist with community outings and visits to/with friends/relatives - Assist the members of the Religious Community to attend religious services
Escort the members of the Religious Community to appointments, in order to assist in maintaining their health and well being	<ul style="list-style-type: none"> - Accompany the members of the Religious Community to hospital/doctors' appointments - Act as an advocate
Act as keyworker; designated to individuals in order to effectively co-ordinate their support	<p>On behalf of the individual:</p> <ul style="list-style-type: none"> - Organise and attend review meetings and update Care Plans accordingly - Communicate and liaise with: Service colleagues <ul style="list-style-type: none"> - Service management - External professionals - Family Members - Relevant external agencies - Compile individual updates each month - Co-ordinate the planning of appropriate holidays and outings
Be aware of your responsibilities under the Charity's Health and Safety policy, taking all possible steps to ensure a safe working environment	<ul style="list-style-type: none"> - Be aware of your responsibilities under the Charity's Health and Safety policy, taking all possible steps to ensure a safe working environment

<p>Be familiar with and adhere to internal and external policies and standards</p>	<ul style="list-style-type: none"> - Ensure relevant standards are followed at all times and maintained - Maintain good working knowledge of relevant standards in order to implement safely and appropriately - Report all incidents/accidents relating to members of the religious community, staff and visitors
<p>Continuous self development to ensure knowledge and skills are relevant to the service</p>	<ul style="list-style-type: none"> - Keep up to date with skills and knowledge - Attend mandatory training - Attend other training and development activity where appropriate - Participate in development reviews - Read and seek to understand all relevant communication e.g staff handbook, written communication, marketing literature - Attendance at staff briefings as required
<p>Actively support the vision, philosophies and values of the Charity</p>	<ul style="list-style-type: none"> - Promote the core values of the Charity i.e respect, compassion, hospitality, justice and trust - Act in a non-discriminatory manner - Maintain confidentiality at all times - Undertake any other duties that are in keeping with the values of the Charity that you have the skill/ability to carry out

Dimensions

Level of Disclosure : Enhanced

Person Specification

Essential

- An ability to demonstrate the core values of the Charity
- If applicable, where CQC have set an age criteria, age must be proven
- Willing to attain NVQ Level 2 in Care /QCF in health and social care within a reasonable timescale
- Advocate for members of the religious community's choice and independence
- Willing to provide personal care to the members of the religious community
- Numerate and literate
- Strong organisational abilities
- Able to work under pressure and prioritise workload
- Excellent interpersonal skills
- Able to work flexible hours, including nights and weekends

Desirable

- NVQ Level 2 in care/ QCF in health and social care or equivalent
- Basic food hygiene certificate
- Previous experience within a similar care environment