



Job Description

Job Title: Care Assistant

Reports to: Management Team

Based at: Hythe

Date: January 2022

Job Purpose:

Provide a high level of holistic care and support for the members of the Religious Community/people who use the service within the Home, following a specific care plan that has been devised for that individual to ensure that an independent lifestyle is facilitated

Objectives	Typical Tasks
Provide direct care to the members of the Religious Community/people who use the service, in order to enable them to fulfil an independent lifestyle	<ul style="list-style-type: none">- Responsibility as a 'key worker' for nominated service users care- Facilitate and provide direct personal care- Medication administration and safe storage- To ensure competency in all aspects of medication administration and safe storage, following service level guidelines- Ensure nutritional needs of the individual are met- Use the on call systems- Complete Care Plans and all related documentation that are pertinent to the service users in the Home including risk assessments- Being accountable for all areas of practice in the Home, and following the code of conduct
Plan, implement and evaluate individual activity programmes for each people who use the service, 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/people who use the service to attend religious services
Escort the members of the Religious Community/people who use the service to appointments, in order to assist in maintaining their health and well being	<ul style="list-style-type: none">- Accompany the people the members of the Religious Community/people who use the service 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
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 - Have an awareness of all emergency procedures in relation to Fire/Ambulance/Police
Be familiar with and adhere to internal and external policies and standards	<ul style="list-style-type: none"> - Local procedures and policies for the Home to be read and understood - Staff to adhere to the dress for the Home and the wearing of jewellery in accordance with the policies - 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 the people who use the service
Continuous self development to ensure knowledge and skills are relevant to the service	<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>Safeguarding</p> <p>To have the knowledge and skills to identify areas of abuse to ensure that the people who use the service are safe</p>	<ul style="list-style-type: none"> - To be aware of the whistle Blowing Policy and actions to be taken

<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. hospitality, compassion, respect - 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	
<p><u>Essential</u></p> <ul style="list-style-type: none"> - An ability to demonstrate the core values of the Charity - If applicable, where Care Standards have set an age criteria, age must be proven - Willing to attain NVQ Level 2 in Care within a reasonable timescale - Advocate of people who use the service choice and independence - Willing to provide personal care to a high standard for the people who use the service - 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 	<p><u>Desirable</u></p> <ul style="list-style-type: none"> - NVQ Level 2 in Care or equivalent - Basic food hygiene certificate - Previous experience within a similar care environment