



JOB DESCRIPTION

Position Held:	Care Assistant
Care Home:	Oxendon House, Market Harborough
Reporting to:	Senior Care Assistant

Introduction

Jasmine Healthcare is a privately owned group, which currently operates five care homes for the elderly and has significant expansion plans for the future. Our fundamental mission is to provide care of the highest quality, giving comfort and friendship within a homely atmosphere while respecting and being sensitive to the individual needs, wishes and choices of all our residents.

Job Purpose

Ensure the highest possible levels of care are maintained by supporting / assisting service users in all aspects of daily living as indicated in the service users' plan of care under the guidance and supervision of the Manager or Senior Care Assistant

To support staff as shift leader to ensure that high standards are maintained and service users are treated with dignity and respect

Person Specification

Competencies

- Leadership skills / Team player
- Ability to work under pressure
- Good time management
- Excellent interpersonal skills
- Flexibility with working hours
- Willingness to progress career
- Good written and oral communication skills
- Ability to use initiative in safe and appropriate circumstances
- Promote harmonious working relationships with all members of staff

Experience and professional qualifications required

Essential:

- Willingness to work towards NVQ2 if not already obtained
- Experience in residential / nursing home setting of which at least one year must be with people living with dementia
- Awareness of the principles of Person Centred Care Planning

- Care Assistants should only undertake those duties that they are confident and competent to perform. They should not think that they are obliged to perform any of these extra duties – any problems / concerns should be discussed with the Senior Care Assistant or the Manager at the earliest possible opportunity
- To ensure knowledge is gained to demonstrate a good understanding of the prevention of abuse of vulnerable adults, recognition of the signs of abuse and procedures to follow in the event of an allegation of abuse
- Be willing to undertake certain administrative tasks when requested to do so i.e. preparation of drug orders, care planning for designated service users, maintain charts for service users as needed

Preferred:

- Knowledge of National Care Standards Act 2000

Key Tasks and Accountabilities

Working in conjunction with and under the guidance of the Senior Care Assistant to:

Relationship Management & Marketing

- Maintain relationships with internal and external agencies including the local community, General Practitioners, Social Services, District Nurses, the PCT, CQC and other relevant government or local authority departments
- Assist with marketing the home and maximising occupancy

Service User Care

- To carry out basic care needs as indicated in the client's plan of care under the guidance and supervision of Senior Care Assistants and the Manager
- Take and chart observations of residents including weight, food and liquid intakes/outputs.
- Perform simple tests of urine.
- Complete charts and care assistant records as directed.
- Assist with the reception and orientation of new residents in a reassuring manner.
- List the resident's clothing and other property.
- To be involved in the planning of service users' care, and to give input during daily report sessions
- To be aware of Jasmine Healthcare's philosophy and to contribute ideas to improve the standards of care provided
- To contribute towards an informal and homely atmosphere, and to be involved in activities and entertainment sessions
- To perform only those tasks that you are confident and competent to perform, and to ask if you are at all unsure of any aspects of care.
- Prepare food trays and eating areas.
- Prepare residents for meals and provide assistance to residents with eating as required.
- To report findings and changes to the person in Charge of the shift
- Maintain professional behaviour whilst at work, and in the community
- To ensure knowledge is gained to demonstrate a good understanding of the prevention of abuse of vulnerable adults, recognition of the signs of abuse and procedures to follow in the event of an allegation of abuse
- Ensure that the individuality of each service user is maintained by developing an awareness of, and, accommodating as far as is possible, their needs and requirements
- Promoting the overall well-being of service users by ensuring they have access to all outside agencies (i.e. dentist) and maintain contact with their families and friends

- Make initial contact with relatives within one week of admission / or taking over as senior care assistant and ensure communication channels are maintained
- Ensure that the residents are provided with the highest standard of care and evidence recorded of same
- Promote good practice in all aspects of elderly care to service users and their property
- Tidy residents' rooms and cupboards, keeping clothing and possessions in order.
- Make beds and change bed linen. Dispose of soiled linen in accordance with Home procedures. Bag linen for collection.
- Escort residents to hospital, dentist, shops or other approved excursions as required

Standards, Policies and Procedures

- Maintain an awareness of the latest professional and clinical knowledge
- Ensure the safe handling and proper documentation of medicines
- Demonstrate knowledge of all the company's Policies and Procedures including Health and Safety and Fire Procedures and ensure that these are put into practice
- To be aware of all Health and Safety issues, and accurately report any accidents or potential hazards
- Maintain written records in accordance with the company's Policies and Procedures
- To be aware of the location of all fuse boards, boilers, water stop taps and regulators for heating
- To wear uniform at all times, this should be clean and presentable. Minimal jewellery will only be permissible
- To ensure that you are aware of the staff rota, and are punctual for the shifts
- To maintain confidentiality at all times, both inside and outside the home whether it be information regarding clients or staff colleagues
- To update your knowledge and skills on a regular basis
- To attend mandatory training sessions as indicated by the management
- To commit to providing high standards of care to all service users
- Indicate areas that further training is required

Reporting

- Ensure the Senior Care Assistant is kept fully informed of all major developments (i.e. staff issues, occupancy, complaints, inspections) at all times
- Ensure the Senior Care Assistant is kept fully informed of any developments in the home
- Ensure the Senior Care Assistant is kept fully informed of the job holder's concerns, ambitions and development requirements