

Housing Plus Group
Job profile and person specification

Role title	Care Assistant	Date	October 2024
Reports to	Manager / Registered Nurse in Charge	Version	2
DBS	Enhanced with Adult Barred		

Overall aim

To work within the Nursing Team assisting elderly residents with normal activities of daily living promoting independence and maintain an individual's dignity and respect.

Main accountabilities: All duties to be performed within the home's policies and procedures, maintain the home's set standards

- Assisting residents with their personal hygiene requirements as documented in individual care plans
- Assisting with toileting requirement using a variety of nursing aids and equipment, as indicated in manual handling assessment.
- Assisting with diet and nutritional requirements
- Assisting with resident's mobilisation
- Help in the promotion and stimulation of mental and physical activity.
- Participation in the home's daily activity programme.
- Assisting in domestic duties, making and changing beds, tidying rooms and light cleaning
- Respond to call bells, emergency bells and meet and greet visitors, answer telephone calls and enquiries should the need arise.
- To be accountable for delivery of care, recording necessary information in an individual's care plan
- To assist in the delivery of palliative care.
- Attend staff meetings and training activities as required
- To meet the statutory requirements of an employee
 - Attend an annual fire lecture
 - Attend an annual manual handling and theoretical lecture
 - To comply with all Health and Safety Policies and Procedures

Financial responsibility: Enter below any revenue, operating or capital budgets for which the role is accountable.- Nil

Health and Safety: In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Supervisor / Line Manager and/or Trade Union Representative / Safety Representative achieve our Health & Safety aims and objectives you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".

Role Specific responsibilities example

- Nil

Data Protection:

- To follow the Data Protection principles in all work activity
- To attend any training specific to the role regarding GDPR

People responsibility: Indicate below the number of employees for which the role has supervisory / management responsibility.

Direct reports	Indirect reports	Total employees
0	0	0

Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities: Project Management related to role activity – managing change, implementation of new systems		Essential /Desirable
Knowledge, skills and abilities: Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.		
1	Qualifications:	
2	Relevant Experience:	
	Previous experience in providing a quality care service for people	D
	Previous experience of working with older people and / or those living with dementia, either in a care home, domiciliary or hospital setting.	D
3	Skills and Abilities:	
	Be compassionate, caring and have a desire to work in a care environment, where you will make a real difference to our resident's lives	E
	Caring attitude with desire to help and support others	E
	The ability to work on your own initiative and prioritise your workload.	E
	Able to create and maintain good working relationships.	E
	The ability to understand and follow policies and procedures.	E
	Respect a person's right to confidentiality	E
4	Customer service and quality focus:	
	A commitment to delivering quality care to vulnerable adults	E
5	Achievement Orientation:	
	Be accountable by making sure you can answer for your actions or omissions	E
6	Thinking Style:	
	Promote and uphold the privacy, dignity, rights, health, and wellbeing of people who use our services at all times	E
7	Communicating:	
	Excellent verbal, written and face-to-face communication skills	E
	Good listening skills	E
	Ability to complete care plans either in writing or using handheld technology	E
8	Planning and Organising:	
9	Personal Motivation and Commitment:	
	Strive to improve the quality of care and support through continuing professional development	E
10	Team Working:	
	The ability to work with in a team and independently	E
	Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate care, and support	E
11	Persuasion and Influencing:	
12	Equality and diversity:	
	Uphold and promote equality, diversity, and inclusion	E

Further relevant information

Training Plan

Professional development in line with role specific training plan

Mandatory training	Role related training	Person Specific training
GDPR Awareness		
Fire Awareness		
Safeguarding Awareness		