



**Residential Care Home**  
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## CORE JOB DESCRIPTION

**Job Title:** Care Assistant  
**Reports to:** Home Manager  
**Accountable to:** Home Manager

### Job Summary

The post-holder will ensure that high quality care is delivered to the resident and to work as part of a cohesive team.

The expectations within this job description will be achieved through hands-on clinical practice, education and training.

### Duties of the Post

The post of an unregistered nurse is characterised by three principle role functions:

- Clinical Practice
- Education training and development
- Evaluation of care provision

#### 1.0 Clinical Practice

The post-holder will ensure that in all areas of practice they adhere to all current home guidance.

1.1 Deliver agreed standards of care with other members of the team.

1.2 Ensure that care is resident focused and that the residents' dignity and privacy are maintained at all times.

- 1.3 Ensure due regard is given to the customs, values and spiritual beliefs of residents and colleagues and that equal opportunities are practised.
- 1.4 Take an active role in maintaining effective communication with all staff, residents and relatives.
- 1.5 Keep up-to-date accurate care records', ensuring that confidentiality is maintained at all times.
- 1.6 Provide direct care to the patients within his / her own level of competence as delegated by the person in charge including additional skills when competency achieved.
- 1.7 Use reflective practice as a method of ensuring that appropriate effective care is delivered to each resident.
- 1.8 Ensure competency and safe maintenance of all medical devices within the sphere of responsibility reporting and following up any broken / unsafe equipment or structures to the person in charge.
- 1.9 Report all incidents in the appropriate manner to the person in charge.
- 1.10 To develop an understanding of Risk Management.
- 1.11 Ensure confidentiality at all times.
- 1.12 Assist with all clerical and housekeeping duties including:
  - Use of the care planning system
  - Residents notes management
  - General housekeeping on a daily basis
- 1.13 Inform the person in charge if supplies and stores are running low to ensure the activity of the home can be carried out effectively and efficiently.

## **2.0 Education, Training and Development**

- 2.1 Maintain own mandatory training requirements.
- 2.2 Assist the manager in creating a positive learning environment for all staff that is conducive for learning.
- 2.3 Continue with own personal development as agreed in appraisal.
- 2.4 Take every opportunity to develop skills and competence to carry out the role effectively and efficiently.
- 2.5 Be aware of own limitations and the need for continuing education and personal development. Communicate these needs to the manager / mentor as they arise.
- 2.6 Use all opportunities to advocate Health Promotion and participate in patient education to promote caring for themselves at the home.

2.7 Promote a professional image at all times and to be accountable for own practice.

2.8 Contribute to orientation and introducing new members of staff to the home.

### **3.0 Evaluation of Care Provision & Audit**

3.1 Participate in any Clinical Audit programmes within the home and assist with the evaluation of own practice.

3.2 Work and adhere to the needs of the service continuously striving to improve the quality of service provision.

3.3 Works collaboratively with team members to achieve best practice at all times.

### **4.0 Policies and Procedures**

4.1 Be aware of and adhere to all of the relevant Policies and Guidelines e.g. sickness reporting, absence management and the uniform policy.

4.2 Be aware of issues relating to information & clinical governance, Human Rights, Health & Safety and welfare of patients & colleagues.

### **5.0 Specific skills and knowledge**

5.1 Basic knowledge of common medical conditions including patient education.

5.2 Patient education specific to correct and safe use of walking aids, transfers & mobilisation specific to therapy instruction.

5.3 Monitor and report changes in a resident's condition to the person in charge.

5.4 Assist residents with nutritional and fluid intake as recorded in their care plan, including mouth care if required.

5.5 Maintain accurate records when recording patient's food and fluid intake, as well as documentation of fluid output and bowel actions. Report abnormalities to person in charge.

5.6 Monitor for and report to the person in charge, changes in a residents pressure areas during contact when meeting hygiene, elimination and mobilisation needs.

5.7 Escort residents to external appointments if required.

5.8 Assist colleagues to maintain a safe environment for residents, visitors and staff, especially with the confused patient or those at high risk of falls.

5.9 Knowledge and champion application of infection control policies, including use of universal precautions.

**Confidentiality**

Information relating to residents, employees and business of the home must be treated in the strictest confidence.

**Health and Safety**

To be responsible for Health and Safety requirements in own area of work and to promote the safety and well being of other staff and residents. It is the responsibility of every employee to take reasonable care for their own health and safety and for the health and safety of anyone who may be affected by what they do.

**Equal Opportunities**

The home is pledged to equal opportunities for all and is committed to ensure that no employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, and disability, ethnic or national origin.

This job description is a reflection of the current role and may be subject to amendment in light of development or change within the service or service delivery.

**Care Assistant  
Person Specification**

<b>SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>Qualifications</b>	Willing to work towards Level II & III NVQ training	NVQ Level III  NVQ Level II	Application Form/CV
<b>Experience</b>	Good understanding of written & spoken English	Experience of working in care homes	Application Form/CV and Interview
<b>Knowledge</b>	How to work within a team		Application form and Interview
<b>Skills</b>	Good verbal, written and Interpersonal & communication skills.  Willingness to develop own practice	Computer skills	Interview
<b>Personal</b>	Maturity/self awareness. Committed to team working. Motivated and enthusiastic with a sense of humour.  CRB clearance		Interview