



## **Mead Medical Services Ltd**

### **Job Description**

<b>JOB TITLE :</b>	Care Assistant
<b>REPORTS TO :</b>	Practitioner/Nurse/Assistant Manager/Home Manager
<b>JOB PURPOSE:</b>	As a care assistant, to assist in the provision of care and work as part of a care team to achieve high standards of care and support for Service Users. To ensure Service Users retain their dignity, privacy and individuality. At all times, to respect the rights of Service Users to exercise real choices in their lifestyle. To be involved in the general activities of the Care Home.

#### **Qualifications and skills:**

- ❖ A genuine interest in working within a caring environment
- ❖ Ability to communicate at all levels
- ❖ Team player
- ❖ N/SVQ Level 2 in Health and Social Care or working towards this certificate. (You will have to pay for this course if you do not already have the certificate. You will be assisted to find a training provider)
- ❖ Experience of working with the relevant Service User group
- ❖ Satisfactory police check and satisfactory check against the relevant registers within the PVG Scheme

#### **Main Responsibilities:**

##### Care

1. Assist Service Users on all aspects of their care needs (e.g. physical, emotional and spiritual). Provide attention when needed, whilst ensuring Service Users retain their comfort and dignity.
2. Pay particular attention to assisting Service Users who have limited mobility, or physical / learning difficulties, making the best use of aids provided.
3. Closely monitor Service Users who may be confused and / or who have behavioural problems.
4. Assist in the delivery of care for Service Users who are dying or who have a progressive illness. Assist with last offices.
5. Answer Nurse Call system giving assistance as required. Answer the door and telephone appropriately. Respond accordingly and pass on messages promptly.

6. Make and change beds, ensuring that rooms are clean and tidy, and commodes are empty, in line with the Care Home's disposal of waste policy. Ensure the Care Home's resources are used appropriately.
7. Ensure full privacy and dignity is maintained for the dying and the bereaved, in line with the Company's policies and procedures.
8. Encourage independence in activities of daily living, providing assistance when required.
9. Assist in the reception of new Service Users.
10. Report any changes in a Service User's health to the Practitioner/Nurse.
11. Take part in staff meetings.
12. Take part in Service User review meetings and contribute to personal care planning.
13. Ensure Service Users are respectably and comfortably dressed and that they are appropriately groomed i.e. hair brushed, shaved, make-up applied where appropriate.
14. Ensure Service User's clothing, chair/bed, table and surrounding floor is clean after meals.
15. Monitor the condition of Service User's clothing and arrange repair/replacement as required.
16. Arrange activities for Service Users and accompany Service Users to activities outside the home when necessary.
17. Report accidents / incidents involving Service Users, staff or visitors to the practitioner / nurse at the earliest opportunity so that it can be recorded in the accident or incident register.
18. To clean up spillages as they occur using appropriate equipment.
19. Assist other colleagues in their duties as requested or directed by the Practitioner, Nurse, Assistant Manager or Manager.
20. In emergencies, to remain on duty until appropriate relief becomes available.
21. To engage and participate with service users in activities, deemed appropriate by the OT/Activities Co-ordinator, following the PALS Assessment and interests check list.

### Training and Development

1. Attend mandatory training days/courses, on or off site, as and when required.
2. Participate in relevant N/SVQ training to achieve required qualification.
3. Maintain professional knowledge and competence.
4. Take responsibility for your registration and maintaining your registration with the SSSC. This includes keeping your portfolio of training up to date, with the correct number of hours training and evidencing training courses attended with certificates so as to remain on the SSSC register. Also to make payment to the SSSC, within time scales, so as to remain on the register.

### Health and Safety

1. Adhere to Mead Medical Services waste disposal policy
2. Observe Mead Medical Service's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.
3. Understand and ensure that the Health and Safety policy and Fire regulation policies and procedures of Mead Medical Services Ltd are adhered to and complied with.
4. Report any faulty appliances, damaged furniture or equipment to the Home Manager and Handyperson
5. Report immediately to the Manager and line manager, any illness of an infectious nature.

### Communication

1. Participate in staff and Service User meetings as and when required.

### Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a Service User or the Company's business to a third party, then please seek advice from your Manager before communicating such information.

### General

1. Work with all other staff to ensure a happy, clean, dignified and safe environment for the Service Users
2. Respect at all times the privacy of Service Users in their rooms and their property.
3. Ensure that the security of the Home is maintained at all times.
4. Adhere to all the Company's policies and procedures relevant to this role.
5. Ensure that all equipment is clean and well maintained.
6. Notify the Home Manager or person in charge as soon as possible if you are unable to report for duty and also when you can return to work after an absence.
7. Carry out any other tasks which may be reasonably assigned to you.

### At All Times:

1. Observe the Company's Health and Safety Policy and be aware of your personal Responsibilities for health and safety and keep to safe working practices at all times

This job description indicates the main duties and responsibilities of this post and is not intended as an exhaustive list.

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign and date below to indicate your acceptance of this job description.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_