

JOB DESCRIPTION

POSITION: Care Assistant

RESPONSIBLE TO: Manager or in their absence the Deputy or Senior in charge of the shift.

PURPOSE OF POSITION:

- To share with other staff in meeting the personal care needs of residents in a way that respects the dignity of the individual and promotes independence.
- To help in the care of the residents' physical environment and in the general day to day activities of the home.

PRINCIPAL RESPONSIBILITIES:

- To encourage self-help and independence, upholding the rights of each individual resident.
- To assist residents who need help with dressing, undressing, bathing and the toilet.
- To help residents with mobility problems and other physical disabilities, including incontinence; help in use and care of aids and personal equipment.
- To care for residents temporarily sick and needing, for example, minor dressings; care in bed. Help care for residents who are dying.
To make and change beds; tidy rooms and do light cleaning.
- To set tables and trays; serve meals; feed residents who need help; prepare light meals and wash up, tidy and clear the dining room.
- To answer emergency bells, the door and the telephone; greet visitors.
- To read and write reports, contribute to 'Care Plans' – assessing, recording and reviewing same.
- To promote and maintain good standards of resident care.
- To help to promote and maintain a happy homely atmosphere as well as a safe and healthy environment for residents, staff and visitors.
- To attend staff and other meetings as requested.
- To undertake training necessary for the completion of your duties
- To abide by all company Policies and Procedures.
- To undertake any other duties as and when required.

This job description is not exhaustive and may be amended to meet the changing needs of the organisation.