**JOB DESCRIPTION**

**CARE ASSISTANT**

**Job Title:** Care Assistant

**Responsible to:** Registered Care Manager

**Location:** Alexandra House / Alexandra Court

**BRIEF DESCRIPTION**

**SERVICE:** Alexandra House is a registered care home for 36 older people. Alexandra Court is a housing with care unit with 20 rooms for older people with support and care needs. The sheltered accommodation has up to 200 residents over 3 sites.

**DUTIES:** To share with other staff in meeting the personal care needs of service users in a way that respects the dignity of the individual and promotes independence and to help in the general day-to-day activities of the home. Care provided by the Care Assistant is expected to include care that would reasonably be given by members of the services users own family and is not expected to include tasks that would normally be expected to be undertaken by a trained nurse.

**TASKS AND RESPONSIBILITIES: For All Care Assistants**

* To assist service users who need help with getting up in the morning, dressing, undressing, washing, bathing and toileting.
* To help service users with mobility problems and other physical disabilities, including incontinence, help in use and care of aids and personal equipment.
* To care for service users who are temporarily sick and needing, for example, minor dressings, bed nursing, help with feeding etc.
* To help in the promotion of mental and physical activity such as reading, writing, hobbies and recreation.
* To empty and clean commodes.
* Tidy rooms and light cleaning in the absence of domestics.
* To inspect and check service users’ clothing.
* To serve meals and assist service users at meal times.
* To answer emergency bells, the door and telephone and greet visitors.
* To read and write reports; take part in staff and service users meetings and in training activities as directed.
* To perform such other duties as may be reasonably required.
* To comply with the homes guidelines and policies at all times.
* To report to the Care Manager any significant changes in the health or circumstances of a service user.
* To encourage service users to remain as independent as possible and to fully embrace and respect their right to dignity and choice.

**Additional Duties of Seniors and Domiciliary Care Assistants**

* To help care for service users who are dying.
* Administer medication as directed in the service users care/support plan and to maintain the necessary records.
* Help to ensure that all Care and Domestic Staff contribute to the best of their ability to the efficient running of the establishments.
* Assist service users with their personal care needs and liaise with District Nurses as required.
* Help with the formulation of Social and health care plans for new service users and with service users reviews.
* Help to ensure that the preparation, cooking and serving of food meet the required standards.
* Help to ensure that rooms and common spaces are properly cleaned and maintained and adequately heated.
* Support the Care Manager in her duties as the ‘responsible officer’ for the home under the **Health and Safety at Work Act 1974** and the fire regulations.
* Help the Care Manager maintain records as may be required by the registering authority.

***All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.***

**Please note the successful applicant will be required to have an enhanced DBS check.**

Signed: ………………………………………………………………………………… Date: ……………………………………