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**JOB DESCRIPTION**

**CARE ASSISTANT**

**Job Title:** Care Assistant

**Responsible to:** Registered Care Manager

**Location:** Alexandra House

**BRIEF DESCRIPTION**

**SERVICE:** Alexandra House is a registered care home for 36 older people. Alexandra Court is housing with domiciliary providing 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 residents 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.

**TASKS, RESPONSIBILITIES AND SCOPE OF ROLE**

* To assist residents who need help with getting up in the morning, or getting to bed at night, with dressing, undressing, washing, bathing and toileting.
* 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 who are temporarily ill needing extra care and support, for example, minor dressings, bed nursing, help with feeding etc.
* To help in the promotion of mental and physical activities such as reading, writing, hobbies and recreation.
* To empty and clean commodes in a manner that respects the privacy of the person
* Tidy rooms and light cleaning in the absence of domestics.
* To serve meals and assist residents at meal times
* To answer emergency bells, the door and check ID; answer the telephone and greet visitors.
* To read and write reports both manually and electronically, take part in staff and residents meetings.
* Attend mandatory and relevant training 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 resident.
* To encourage residents to remain as independent as possible and to fully embrace and respect their right to dignity and choice.

***All staff is legally bound by the requirements of the Data Protection Act 1998 and the GDPR to respect the confidentiality of all matters that they might learn in the course of their employment.***

***All staff must ensure that they are aware of their responsibilities under the Health & Safety at Work Act 1974.***

**Signed: …………………………………………………………………….. Date: ………………………………………….**