

Title: Care Assistant

Accountable to: Manager

Reports to: Senior Care Assistant

Basic Function

To attend to the social, emotional, physical and spiritual needs of residents under the direction and supervision of senior staff.

Duties

1. Helping to create a relaxed homely environment which will maintain and enhance the quality of life of each resident and maximise opportunities for choice
2. To adopt a pleasant attitude, an approachable manner and give attention to residents needs
3. To provide where necessary personal assistance to residents and to carry through individual care plans acting as key worker for a number of allocated residents
4. To ensure that the health, safety and welfare of residents are the primary consideration at all times
5. To work as a team with those staff on duty and communicate between each other
6. To work within a flexible duty roster designed to ensure that the home is covered in accordance with relevant guidance
7. To maintain confidentiality at all times
8. To be aware of how and when to use the whistle blowing procedure
9. Reporting to Senior Staff any untoward incidents e.g. falls, accidents, complaints etc. and maintaining a record of same
10. Follow appropriate procedures concerning The Safeguarding of Vulnerable Adults
11. To carry out household duties including the decontamination of aids and appliances e.g. commodes and wheelchairs as directed by the management team (e.g. Bed making, ironing, cleaning etc.)
12. To participate in the implementation of individual and group leisure activities (e.g. outings, craft work etc.)
13. Assist residents with health appointments
14. Being able to listen and talk to the residents and assist with such tasks as letter writing, reading etc
15. To be registered and maintain registration with the NISCC
16. To participate in internal/external training courses
17. Contribute to the ongoing review of residents and participation in review meetings
18. Maintaining appropriate records as required by the home
19. Attendance with residents to place of worship
20. Attending and contributing to staff meetings and staff supervision sessions
21. Adhering to the policies and procedures set out for the home.

This job description is not meant to be definitive or restrictive and is open to modification to meet changing needs of the residents and/or the Home.