

WEST OF ENGLAND FRIENDS HOUSING SOCIETY LIMITED

AVENUE HOUSE

Job Description

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| <u>Job Title:</u> | Care Assistant |
| <u>Responsible to:</u> | Manager, Assistant Home Manager and Senior Care |
| <u>Main Purpose:</u> | Ensure the care and well being of residents |

Key Accountabilities and Principal Responsibilities

Care

- Carry out agreed practical procedures for residents, e.g. washing, bathing dressing, toileting and bedmaking as directed.
- Inform senior staff of any significant change in a resident's condition.
- Respect the dignity and privacy of the residents at all times.
- Ensure relevant documentation is maintained, e.g. Day Book and Care Plans.
- Observe the code of confidentiality.
- Holiday and sickness cover to be provided from within the care team.

Communication

- Know and carry out all agreed procedures.
- As a member of the care team, exercise friendliness and courtesy to help maintain good working atmosphere.
- Attend the report session and staff meetings.
- Observe the correct mode of address towards residents, ensuring their respect and dignity is maintained at all times.

Health and Safety

- Report all accidents and incidents to the senior member of staff on duty.
- Observe all fire regulations and Health and Safety Policies.

Health and Safety continued

- Observe food hygiene regulations.
- Dress appropriately, i.e. minimum of jewellery and sensible shoes.

In addition to the duties and responsibilities listed, the jobholder is required to perform other duties assigned by the Manager / Assistant Home Manager from time to time.

KNOWLEDGE AND EXPERIENCE REQUIRED

Personal

- High standards of personal hygiene and appearance.
- Kind and sympathetic; must be able to demonstrate common sense.
- Genuine interest in caring for the elderly.
- Flexibility to cover for holidays and sickness.
- Punctual

Experience

NVQ level 2 Care desirable

JOB CONTACTS

Residents, staff, relatives and professionals.