

THE TROC

JOB DESCRIPTION

JOB TITLE CARE ASSISTANT

RESPONSIBLE TO HOME MANAGER

SUMMARY OF DUTIES

Under the direction of the team leader with the ultimate responsibility to the manager providing direct personal and social care to service users so as to fulfil the physical, social and psychological needs and in accordance with work practices. Perform all duties in a safe and efficient manner.

QUALITIES

1. Ability to read and write English as well as to understand verbal and written instructions in English
2. Mentally and physically able to perform duties as outlined
3. Demonstrated concern and interest and providing quality care and services for service users
4. Ability to communicate with other staff, service users, families and other agencies involved in service user care.
5. Demonstrated ability to complete assignments in a timely manner
6. To be able to encourage service users to talk and express their preferences with regard to desired hobbies, activities and interests, and assisting to fulfil these where possible.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Assisting service users with personal hygiene needs such as washing, bathing, dressing, toileting, shaving and caring for hair, teeth and nails
2. Distributing meal trays. Assisting with meals in the dining room and assist with eating and drinking as required
3. Providing ambulatory assistance and moving/handling as required
4. Responding to all calls and provides appropriate assistance as required
5. Changing bedding as required and making beds as necessary. Distributing clean and soiled linen and service user clothing as necessary
6. Receiving and transmitting written and verbal information relating to service users and organisations e.g. care plans, daily communication records etc
7. Promoting effective communication and forming relationships with colleagues, service users, nurses, relatives and other agencies involve in service user care.
8. Contributing to health safety and welfare of service users, self, colleagues and environment
9. Minimising risk of physical , emotional, financial and sexual abuse of service users
10. Undertake such other duties as may be determined from time to time

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to periodic review.

All staff are required to

1. Show courtesy and respect to residents, visitors and colleagues at all times
2. Maintain confidentiality at all times
3. Report any untoward incidents to the Manager or Person in Charge on duty, including illness of a resident or staff colleague and any incidents relating to adult protection.
4. Be aware of, and at all times comply with, the company policies and procedures, with special regard for Fire Safety, Health and Safety management of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I _____ have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or malpractice which conflicts with my Job Description may lead to disciplinary action.

Signed

Date

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