

Job Description

Job Title: HEALTH CARE ASSISTANT

Responsible to: Senior Carer

Philosophy of Care: We aim to provide a safe and homely environment where the unique needs of each individual are recognised and skilled staff are available. We believe that helping our residents stay active and make their own decisions about what they do and how to spend their time helps them to remain happy and healthy for longer.

To ensure that they can meet the needs of each individual, we offer training and staff development to ensure that service standards are achieved and maintain a comprehensive quality assurance programme.

Job Summary: To actively promote and encourage as much personal independence and choice as possible in the activities of daily living undertaken by the residents.

To maintain high standards of professional care with an emphasis on using personal and professional skills to promote dignity, respect and equality of life for the residents in their care.

To be supportive of the Home Manager and committed to the Home's aims and objectives at all times.

Principle Duties and Responsibilities:

- Work in partnership with senior staff to make an assessment of the strengths and capabilities of residents in regard to activities of daily living.
- Show skill and creativity in order to identify areas in which residents can demonstrate independence.
- Work in collaboration with senior staff to promote the Philosophy of Care and agree a 'Keeping Active' plan that supports each resident to make the most of their skills and lifestyle choices throughout the day.
- Demonstrate good communication and negotiation skills to overcome barriers to communication (e.g. residents with dementia who have difficulty with verbal communication may be able to communicate their wishes and choices in other ways).
- The post holder will be required to enthusiastically promote activities that enhance the home by supporting the cultural values, individuality and religious diversity of the residents.
- Work with senior staff to ensure proper staff availability in order to meet the needs of the residents.
- Work in partnership with senior staff to ensure that communication channels between all members of the care team are consistently maintained and agree on any action necessary to make improvements and progress the care plan effectively.
- Attend and make a contribution in all staff meetings.
- The post holder will be required to plan and organise their own time effectively and flexibly to meet the needs of the residents in their care.

Administration:

- To perform administrative duties as required by the senior staff.
- Carry out weekly audits of Daily Progress Notes, to ensure the documentation includes the social and recreational aspect of care given.
- Take an active role in the Keyworker system.
- To ensure all relevant contact is recorded.
- To ensure compliance with all statutory requirements in record keeping and documentation.

Supervision:

- To attend 6 weekly supervision with senior care staff.
- To attend and participate in Annual Appraisal meetings.

Training & Development:

- To act as an educational resource for newly appointed staff.
- To act as a mentor where appropriate.
- To identify learning needs, both own and other staff members and take steps to meet those needs.
- To create a positive learning environment.
- To attend training as identified.

Health & Safety:

As an employee of Swarthmore Housing Society, the post holder has a duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of the health & safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health & Safety legislation and the Health & Safety policies and procedures of the Home, not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare, in pursuance of the relevant statutory provisions.

Data Protection:

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

To undertake any specific duties as delegated by the Home Manager on an ad hoc basis.

Due to the nature of this post there may be a requirement to undertake duties which may initially appear to be outside the remit of this job description and may involve additional working hours. These will be agreed with the Home Manager if required.

A uniform will be provided. Professional presentation, with attention to aspects of Health & Safety, e.g. suitable shoes, jewellery is important in this area of work.

The list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably requested.

This job description is subject to relevant review and appropriate modification.

I confirm I have read and understood this Job Description.

Name of Post Holder:

Signature:

Date:

Person Specification

Role: Health Care Assistant

Criteria	Essential	Desirable
Qualifications	NVQ Care Level 2 or Equivalent	NVQ Care Level 3 or Equivalent
Experience	Previously worked in a care home environment.	Previous experience of working with older people with dementia
Skills & Knowledge	Care Planning Communication Caring Calm Manner	Awareness of CQC Administrative Skills Computer Skills Risk Assessments
Other Factors	Flexible/ Adaptable Enthusiastic Organised Time Keeping/Attendance Smart Appearance Interested in Care of the Elderly Good General Health	Car Driver