



JOB PROFILE

Post Title	Care Assistant
Directorate	Safeguarding Directorate
Responsible to	Head of Care
Responsible for	None
Grade	B

Job Purpose

As directed by the Head of Care, to assist with and provide high quality, holistic care directly to frail older people in full time residential and day care, in the Community Care Complex (CCC) enabling them to live full and active lives whilst being as safe as possible.

Key Tasks

1. To assist in the day-to-day care of residents in a way that promotes their independence, choice and social well-being.
2. To report accidents/complaints and untoward incidents to the Head of Care/Manager CCC in a timely manner.
3. Champion a 'Zero Tolerance' to abuse and report any such incidence as per SHG Adult Safeguarding Strategy.
4. Able to appropriately perform first aid and CPR as trained.
5. Carry out routine daily observation e.g. blood pressure, blood glucose, pulse and respiration rate as per residents individual care plan, reporting abnormalities in baseline observations to appropriate professional.
6. Responsible for ensuring health and safety standards are maintained in relation to safely lifting, transferring and mobilising residents as per training.
7. Advocate for residents care in a way that promotes and supports their independence and choice according to their needs. Maintain up-to-date documentation on appropriate forms in relation to residents' current health and well-being.
8. Communicate with all key stakeholders on a regular basis in a professional and timely manner. Be aware of emergency planning and major incident processes and follow such processes as necessary, in the event of an unexpected incident.
9. In the event of admission to hospital, ensure all residents records and medications/charts are transferred with the patient.



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10. Actively assist and support residents with Activities of Daily Living ensuring their personal choice/preference is followed as far as practical, respecting residents' dignity and privacy in accordance with organisational policies and protocols.
11. Attend staff meetings and participate in identified training as required.
12. To respect and protect residents and their property.
13. Work within all adopted policies, standards and practices of the Older Persons Service.
14. Actively participate in programmes of activities to ensure residents inclusion into society on a regular basis, involving volunteers, family, friends, clergy and members of the multidisciplinary team.
15. Work with the multi-disciplinary team in order to achieve optimal potential and independence for residents.

Key Responsibilities

1. To promote, and maintain best practice during the execution of their duties in providing recommended care to the residents in accordance to the individual care plans.
2. Promote the concept of holistic care and ensure that residents and day care/respite clients are encouraged to be as independent as possible.
3. Be aware of wider health promotion initiatives and offer support and relevant information to residents to allow them to make informed choices in relation to their health and well-being.
4. Communicate with all key stakeholders on a regular basis in a professional and timely, manner. Be aware of emergency planning and major incident processes and follow such processes as necessary, in the event of an unexpected incident.
5. To work autonomously within individual competency level.
6. Undertake mandatory training as outlined in the organisations training policy.
7. Report any unsafe or missing resources to the Head of Care/Manager of the CCC.
8. Identify through basic risk assessment/observation potentially hazardous or threatening situations, to ensure safety of staff and service users at all times.

This job is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.



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Core Competencies *(This should define in one or two sentences the required competency level for the job role)*

- Professional Development

Required Professional Competency standards met.

- Planning & Delivery of Work

Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.

- Analysis and use of Information

Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information.

- Decision Making

Ability to act on own initiative and apply sound logic to simple decision making and problem solving.

- Working with Others

Understands the impact of own behaviour on work relationships; treats all people with respect and is receptive to feedback.

- Communication

Good oral and written communication and ability to record factual information accurately.

- Influencing and Persuading

Ability to act knowledge and scope within Safeguarding policies and protocols. Team player, receptive to constructive feedback and seeks clarification when necessary.

- Dealing with Change

Flexible and adaptable to change.

- Continuous Improvement

Willing to learn and develop in job role. Able to identify own mistakes and take constructive action to prevent reoccurrence.

- Managing Resources

Ability to apply recommended action regarding correct use and storage of equipment and ability to comply with information management guidelines. Deals with varied situations with limited guidance.

Special Conditions

- Unsocial hours e.g. shift work - weekends, night duty and public holidays
- Potential exposure to confused/abusive/aggressive clients/family members
- Potential exposure to contaminated body fluids/communicable diseases



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This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



PERSON SPECIFICATION

Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
Qualifications				
Must have completed the NVQ level 2 Health and Social Care Course or be willing to undertake the St Helena Nursing Assistant / Getting Started in Care Training	D			
Functional Skills Literacy and Numeracy at entry level 1.	E			
Willing to engage in appropriate training to enhance skills and knowledge in caring for the elderly.	E			
Skills & Abilities				
Good interpersonal skills with the ability to effectively communicate with residents/clients and their relatives, members of the public, colleagues and other learners	E			
Ability to advocate for residents/family members	E			
Ability to maintain confidentiality at all times	E			
Able to produce accurate and clear written communications. Good listener and good oral communication skills	E			
Ability to empathise with residents combined with a genuine desire to improve the quality of life for residents.	E			
Responsive to change	E			
Ability to work as part of a team	E			
Analysis of information (basic level)	E			
Patience and ability to remain calm in a crisis	E			
Experience				
Previous experience in working with older persons would be an asset but if not, should have a desire to learn.	D			



PERSON SPECIFICATION

Genuine interest in care of the elderly.	E			
Knowledge of or willingness to learn constitutional rights awareness and when these should be protected.	D			
Core Competencies <i>(As per attached competency booklet)</i>				
Job Competencies <ul style="list-style-type: none"> • Knowledgable of the Directorates Policies/Protocols/Procedures/ Guidelines applicable to job role (Acquired) • Must maintain confidentiality at all times • Ability to work with limited supervision • Alert and attentive in order to respond appropriately within knowledge and scope, to any given situation related to the job role • Willing to undertake necessary training 	E E E E E			
Personal attributes				
Self-motivated	E			
Effective team player	E			
Ability to apply objective judgement	E			
Responsive to change	E			
Creative and innovative in promoting care options to suit the needs of the clients/patients	E E			
Flexible and tactful approach to the demands of the job and needs of the residents				
Capable of dealing effectively with matters of a sensitive nature.	E			



PERSON SPECIFICATION

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