



JOB PROFILE

Post Title:	Care Assistant
Portfolio:	Health & Social Care
Responsible to:	Head of Care
Responsible for:	<i>None</i>
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by providing high quality, holistic care directly to frail older people in full time residential and day care, in the Community Care Centre (CCC) enabling them to live full and active lives whilst being as safe as possible.

Main Duties and Responsibilities

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.



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9. In the event of admission to hospital, ensure all residents records and medications/charts are transferred with the patient.
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.



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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.

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

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.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
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.	ii
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.	i
Decision Making: Ability to act on own initiative and apply sound logic to simple decision making and problem solving.	i
Working with Others: Receptive to feedback from others and maintains good working relationships with colleagues	i
Communication: Good oral and written communication and ability to record factual information accurately.	ii
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
Dealing with Change: Flexible and adaptable to change.	i
Continuous Improvement: Willing to learn and develop self and team in job role to work efficiently.	ii
Managing Resources: Works within appropriate guidelines and capable of dealing with varied situations with	ii



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limited guidance.	
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PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
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	√	
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	√	
Knowledge & Experience:			
Previous experience in working with older persons would be an asset but if not, should have a desire to learn.	E	√	√
Genuine interest in care of the elderly.	E		√
Knowledge of or willingness to learn constitutional rights awareness and when these should be protected.	E		√
Skills and 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		√



PERSON SPECIFICATION

Patience and ability to remain calm in a crisis	E		√
Other:			
Willingness to work flexibly – some evening work may be required.			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.			

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.