



## STAFF JOB DESCRIPTION:

# CARE ASSISTANT

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### Job Summary:

The Care Assistant is responsible for providing high quality and professional care to all service users in the care centre; including physical, social and emotional care. The work can be physically and mentally demanding and the person appointed to the post will be expected to have an understanding of and sympathy with people with neurological conditions and brain injuries.

**Reports to:** Care Co-Ordinator

### Principal Duties and Responsibilities

- 1 Assisting the service users in all personal care (including; washing , dressing, toileting, feeding and manoeuvring), whilst encouraging as much independence as possible;
- 2 Ensuring that service users are presentable in appearance at all times;
- 3 Assisting residents to move to the dining area at mealtimes and other communal areas for social activities and stimulation and to the privacy of their bedrooms at their request;
- 4 Assisting service users to eat and drink, monitoring intake and reporting any concerns to the nurse in charge;
- 5 Ensuring bedroom areas are kept tidy, pleasant and comfortable by making beds, regularly changing bed linen and emptying commodes;
- 6 Responding to call bells in a timely manner;
- 7 Ensuring dignity and respect is maintained at all times;
- 8 Accompanying service users outside the care centre when necessary (i.e. activities, hospital appointments);
- 9 Participating in social activities with service users and to use all interactions as an opportunity for stimulation/ occupation;
- 10 Caring for service users' property and that belonging to the care centre. When money is taken from a service users' purse/wallet, the action must be witnessed by two auxiliaries;
- 11 Completing all daily monitoring records in a timely matter;
- 12 Reporting any changes in residents' conditions to the nurse on duty;
- 13 Reporting incidents to residents, staff or visitors to the nurse on duty, and record it on the accident/incident form;
- 14 Cleaning up spillages as they occur using appropriate equipment supplied and specified in the Infection Control Policy;
- 15 Working within the guidelines of the Health and Safety at Work Act 1974, staff handbook and company Health and Safety Policy;
- 16 Completing the Care Certificate induction programme or provide evidence of completion elsewhere.

***This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.***