

Position	Care Assistant
Responsible To	Registered Manager
Direct Line Manager	Area Team Leader

(Note: In addition to these functions employees are required to carry out such duties as may reasonably be required).

To maintain Care skills at a current level and undertake such training and development as may from time-to-time be required to maintain that currency of practice.

To provide Care in accordance with current best practice, according to policy and procedures, agreed standards, legislative requirements, relevant regulations under the direction of the Manager, and within the financial plans agreed from time-to-time.

Summary of Role

- To deliver care and support to service users in their own homes using a person-centred approach that gives each person the strongest voice with regards to decision making and lifestyle choices.
- To assist with personal care, domestic duties, administer medications, maintain accurate records, maintain confidentiality, and protect the health, safety and welfare of yourself and others.
- To encourage service users to achieve and maintain maximum independence in a way that maintains their dignity, privacy and choice.

Principle Responsibilities

To assist with personal care, and to ensure the health and welfare of service users. To encourage and enable service users to achieve and maintain maximum independence by:

- 1) Assisting with washing, toileting, shaving, dental hygiene, bathing, dressing and eating.
- 2) Changing of incontinence products, maintenance of catheter equipment, emptying commodes, disposing of soiled items by appropriate methods.
- 3) To help service users with mobility problems and other physical disabilities, including help in use and care of aids and personal equipment.
- 4) To care for service users who are temporarily sick in needing for example, minor dressings, bed nursing, help with feeding etc.
- 5) Assisting with domestic duties including cleaning, cooking, making beds, washing and shopping.
- 6) To help in the promotion of mental and physical activity of service users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations.
- 7) Assist in the administering of prescribed medications to service users and contribute to the medication record which are kept in the service user's home.
- 8) Required to contribute to a daily care log which are kept at the service users home
- 9) To attend training courses and activities considered appropriate to your appointment and which will assist you in carrying out your duties.



- 10) To fully participate in team meetings, supervisions, appraisals and other meetings set up to review your achievements.
- 11) To participate in ensuring consistent standards of confidentiality are upheld.
- 12) To comply with all decisions, policies and procedures of the company and any relevant statutory requirements including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 13) Ensure the safety of yourself, by always carrying a mobile phone, regular car checks are up to date and report any incidents relating to your safety immediately.

	Weekday	Weekend	Bank Holidays	Travel Per Mile
Care Assistant	£9.70 **	£9.70 **	£12.50	£0.35

** £9.70 is paid on each pay day per hour if there have been no absences in the last 4 weeks of work. Any absences will result in £9.00 an hour for that pay period**