

QUEEN ALEXANDRA COTTAGE HOMES

JOB DESCRIPTION

JOB TITLE:	CARE ASSISTANT	UNIT:	CARE WING
ACCOUNTABLE TO:	REGISTERED MANAGER	REPORTS TO:	NURSE IN CHARGE
UPDATED:	05.07.2021 JW		

JOB PROFILE: The Care Assistant will take pride in delivering the highest possible standards of care in a professional and caring manner. They will ensure appropriate and personalised support is provided to each resident, in accordance with the Care Plans, under the supervision of the Senior Care Assistants and the Nurse in Charge. They will treat residents with respect, friendliness and compassion at all times and ensure the wellbeing of the residents is at the centre of all their duties.

RESIDENTS' NEEDS AND ASSESSMENTS

To assist residents who need help with dressing, undressing, washing, bathing and all other aspects of personal hygiene, taking into account any mobility problems and other physical or sensory disabilities.

To serve meals and drinks and assist residents as necessary.

To assist those residents who require help to use the toilet promoting continence.

To promptly answer calls via our Nurse Call system and provide assistance as appropriate.

To process residents' personal laundry in an appropriate manner ensuring the correct treatment of soiled clothes and linen. To tidy away clean laundry.

To work as a key worker to named residents as required in conjunction with the named nurse. This will include attendance at the resident monthly review.

To provide feedback to the Nurse in Charge regarding any changes to residents' physical or emotional condition.

To encourage and support residents in participating in leisure pursuits to maximise their wellbeing and independence ensuring their social and emotional needs are met.

To be discreet and uphold confidentiality whilst ensuring the individual resident's dignity is maintained.

To be polite and courteous to all relatives, visitors and staff. All enquiries regarding residents must be referred to the Nurse in Charge.

To escort residents to appointments at the hospital, GP surgery, social outings etc.

To respect residents' personal effects, aids and equipment.

To ensure full dignity and privacy is maintained for the dying and the bereaved providing both emotional and practical support.

DOCUMENTATION / DIGITAL SYSTEMS

To ensure accurate records are being completed using our digital systems and paper-based records, on the understanding that they will be audited regularly by senior staff.

To have an understanding that all care must be carried out in accordance with the law, CQC guidelines and in line with Queen Alexandra Cottage Homes' own Policies and Procedures. Relevant training will be provided at an appropriate level.

COMMUNICATION

To attend regular handovers, supervision, appraisal, team and general staff meetings as required.

SAFETY, TRAINING AND GENERAL

To have knowledge of and comply with infection control and hygiene procedures, Health and Safety and COSHH regulations.

To report any accidents or near misses involving staff, residents and visitors to the Nurse in Charge.

To report defective equipment to the Senior Care Assistant.

To be willing to complete all mandatory training as necessary (on our Elfy digital system or in-house) and to be responsible for ensuring renewal courses are completed before becoming overdue.

To perform any other duty normally expected of a Care Assistant and any further duties as may reasonably be required by the Registered Manager, Nurse in Charge or Senior Care Assistants.

To not to bring the name of Queen Alexandra Cottage Homes into disrepute through the inappropriate use of social media.

To promote the good name of Queen Alexandra Cottage Homes at all times; in conduct, appearance and performance of duties.