**JOB DESCRIPTION**

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| **JOB TITLE:**  | Care Assistant  |
| **REPORT TO:**  | Senior care/Team Leader/Management |
| ****JOB SUMMARY**** This job description is a statement of the core duties of the Care Assistant, but it is not an exhaustive list. Sycamore Care Centre may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The Care Assistant will achieve the highest possible standard of care and work as part of a team to achieve required standards. Care Assistants will ensure Service Users retain their dignity and individuality and will be involved in the general activities of the Care Centre.****Duties and Responsibilities**** * Ensure the highest possible levels of care are maintained by supporting/assisting Service Users, when required, with washing, toileting, dressing, undressing, and all other aspects of daily living.
* Assist Service Users in all aspects of their care needs (e.g. physical, emotional and spiritual). Pay particular attention to assisting Service Users who have limited mobility, or physical / learning difficulties, making the best use of aids provided.
* Provide attention when needed, whilst ensuring Service Users retain their comfort and dignity.
* Closely monitor Service Users who may be confused and or who have behavioural problems.
* Assist in the promotion of continence.
* Assist in the delivery of care for Service Users who are dying or who have a progressive illness. Assist with last offices.
* Observe care planning needs for Service Users and complete written or electronic daily records as instructed and in line with Sycamore’s policies and procedures.
* Assist in framework of social activities by interacting with Service Users and helping them continue with hobbies and activities in the care centre.
* Answer nurse call system, giving assistance as required. Answer the door and telephone appropriately. Respond accordingly, and pass on messages promptly.
* Under the supervision and guidance of senior care staff, report on the well-being of Service Users.
* Complete daily paperwork for each Service User to a good professional standard and maintain.
* Carry out regular checks on Service Users at intervals determined by senior staff members.
* Make visitors feel welcome and provide refreshments/assistance as and when required.
* Make and change beds, ensuring that rooms are clean, tidy and presentable and commodes are empty in line with Sycamore Care Centres disposal of waste policy. Ensuring that Sycamore Care Centres resources are used appropriately.
* Clean and maintain equipment used by Service Users / relative’s e.g. wheelchairs, hearing aids, spectacles, etc. Ensure that Sycamore Care Centre is kept clean and tidy at all times.
* Ensure full privacy and dignity is maintained for the dying and the bereaved, in line with Sycamore’s policies and procedures.
* Assist Service Users who require assistance during meal times (be aware of swallowing difficulties, dietary requirements etc.) Assist with serving of food / drinks as requested / required and wash up as requested / required.
* Assist Service Users on escorts to and from appointments and social outings.
* Practice maximum integrity in all dealings with Service Users personal and financial affairs, and avoid abuse of the privileged relationships that exists with Service Users.

**Communication*** **Act courteously toward Service Users and their visitors, respecting the dignity and individuality of each Service User and ensure effective communication is maintained.**
* **Participate in staff and Service User meetings as and when required.**

**Training & Development*** **Maintain professional knowledge and competence.**
* **Attend mandatory training days/courses, on or off site as and when required.**
* **Participate in relevant NVQ training to achieve required qualifications.**

**Health & Safety** * **Report immediately to the Home Manager, or person in charge, any illness or infectious nature or accident incurred by a Service User, colleague, self or another.**
* **Understand, and ensure the implementation of, Sycamore Care Centre’s Health and Safety policy, and Emergency and Fire procedures.**
* **Report to the Home Manager, or the Maintenance person, any faulty appliances, damaged furniture, equipment or any potential hazard.**
* **Promote safe working practice within Sycamore Care Centre.**
* **Ensure the security of Sycamore Care Centre is maintained at all times.**

**Other Duties*** **Always act in a manner which respects and promotes the confidentiality of Service Users, Staff and any other involved parties.**
* **Adhere to all company policies and procedures.**
* **You may be required to perform other duties within your capacity, according to the needs of the business.**

****Skills/Qualifications***** Naturally compassionate with a caring disposition
* Effective written and communication skills
* Experience preferred but not essential
* NVQ 2/3 in Health and Social care desirable or a willingness to undertake the qualification in the first 9-12month of employment
* At least 18 years of age
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This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sycamore Care Centre reserves the right to amend this job description from time to time, according to business needs.