

MORRIS

CARE

JOB DESCRIPTION

Location:	Care Division
Job Title:	<u>CARE ASSISTANT</u>
Reports to:	Registered Nurse & Care Supervisor
Purpose of the Job:	To be a pro-active team member, providing holistic care, promoting emotional and physical welfare of residents. Promote residents' privacy, independence and dignity.

Primary Duties:

1. To assist in maintaining the highest standards of personal, emotional, social and physical care for residents.
2. To carry out personal and general care for residents in accordance with their care plan. To assist in ensuring all residents are safe, comfortable and clean, with reference to and in accordance with associated care plans.
3. To read residents' care plans on a regular basis to keep abreast of care needs and changes in condition. To make written notes on appropriate documents as required e.g. personal hygiene chart, fluid intake chart.
4. To assist in ensuring that the environment and all resident areas are hygienic, safe and comfortable.
5. To act as nominated Key Worker to some residents as allocated by Management.
6. To report to the Nurse or Care Supervisor any changes in the residents' conditions or other circumstances which could influence the plan of care.
7. To assist in welcoming residents and their visitors. To direct residents and visitors to the Nurse in Charge when they require information.
8. To be diligent in preventing incidents or accidents, and to report any such events to the Nurse in Charge.
9. To ensure that equipment and stocks are efficiently stored and economically used to meet the needs of resident care.
10. To undertake training and assessment including annual update training that may be required, as detailed in the Morris Care Division training schedule, to enable you to safely carry out your duties.

11. To escort residents on external appointments as required.
12. To be responsible for keeping all resident information confidential.
13. To participate in shift handovers and team meetings when they arise.
14. To take personal responsibility in becoming fully aware of Health & Safety at Work Policies in particular Fire Procedures, Control of Infection, COSHH and Moving and Handling Policies.
15. To assist in ensuring the security of all residents and the premises through the observance of security procedures and the challenging of any strangers in the Home.

**This Job Description is meant to be neither definitive nor restrictive
and will be modified to meet changing circumstances and needs.**

Outside Contacts: Multi-disciplinary teams e.g. speech and language team, GP, community nurse.

PERSON SPECIFICATION

Physical Requirements:

Good general health

Necessary Qualifications	Desirable Qualifications
English Literacy Proficiency (key skill level 1)	Willing to work towards NVQ/Diploma level 2 in care
Necessary Personal Attributes	Desirable Personal Attributes
Able to deliver care to the highest standards following training	Organised; good planning, time management & work prioritisation
Willing to adhere to the Company's training schedule	Good clear record keeping
Reliable	
Good communicator and listener	
Compassionate and caring	
Quality driven	
Strong personal accountability	
Willing to take instruction	
Able to identify problems and notify senior staff	

Job Holder's Signature: _____ **Date:** _____

HOD's Signature: _____ **Date:** _____