



JOB DESCRIPTION Care Assistant

Job Title:	CARE ASSISTANT
Team:	Morris Care
Location:	
Reporting to:	Registered Manager

Morris & Company

Morris & Company is a fifth-generation family business group which has been trading for more than 150 years. Today we employ nearly 800 staff within our three key trading businesses which span diverse market sectors: Morris Care, Morris Site Machinery and Morris Property. Each of these businesses has developed its own vision and goals but shares a collective philosophy of 'Excellence as Standard'.

As a leading property investor managing an extensive property portfolio, Morris Property builds Homes and workplaces for our own company and for external clients too. Our award-winning site machinery business, based in Wolverhampton, serves the UK and 20 countries worldwide.

Morris Care Limited

Morris Care consists of 6 nursing Homes offering quality specialist care for older people and, in some homes, young physically disabled adults. We also specialise in delivering complex care, rehabilitation and pioneering dementia care, with our *Cedar Philosophy* which focuses on nurturing an individual's independence and to enable them to enjoy their day to day life as much as possible. Our values and our philosophy of care underpin all we do; "we are dedicated to providing professional, kind & compassionate nursing care where residents' health happiness & wellbeing are at the heart of everything we do".

Our Vision

- **Building open and honest relationships enabling us to learn, education and innovate**
- **Building positive team and family spirit**
- **Embracing and driving change**
- **Customer satisfaction**
- **Growth and learning**
- **Fostering respect and listening to what people say**

Our Values

Working together for residents ♦ Respect and dignity ♦ Everyone counts
Commitment to quality of care ♦ Compassion ♦ Improving lives

Job Summary

To assist in maintaining the highest standards of personal, emotional, social and physical care for our residents, upholding the Morris Care vision, values and philosophy as a positive team-player, so each day is the best it can be for our residents and colleagues.

As a Care Assistant you play a key role in ensuring our residents enjoy first class care that is:

SAFE, EFFECTIVE, CARING, RESPONSIVE

Main Duties Care Assistant The following list of duties serves as an illustration and is not exhaustive.

Delivering

1. Carry out personal and general care for residents in accordance with their care plan and the Morris Care values. Assist in ensuring all residents are safe, comfortable and clean, with reference to and in accordance with associated care plans.
Work as part of a cohesive **team** with resident interests at the heart of everything you do.
2. Assist in ensuring that the environment and all resident areas are hygienic, safe and comfortable.
3. Act as nominated Key Worker to some residents as allocated by Management.
4. Report to the Nurse in Charge any changes in the residents' condition or other circumstances which could influence the plan of care.
5. Assist in welcoming residents and their visitors. To direct residents and visitors to the Nurse in Charge when they require information.
6. Be diligent in preventing incidents or accidents, and to report any such events to the Nurse in Charge.
7. Ensure that equipment and stocks are efficiently stored and economically used to meet the needs of resident care.
8. Undertake training and assessment, including all update training, as required to enable you to safely carry out your duties.
9. Escort residents on external appointments as required.
10. Carry out routine clinical observations (such as but not restricted to recording body weights, body temperatures, blood pressures) within your scope of knowledge and training.
11. Participate in shift handovers and team meetings when they arise.
12. 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.

Record Keeping

13. Be aware of residents' care needs and changes in condition. To make clear and accurate written notes on appropriate documents as required.
14. Take personal responsibility for becoming fully aware of Health and Safety at work policies, in particular Fire Procedures, Infection Control, COSHH and Lifting and Handling Policies.

Data Protection and Confidentiality

15. Perform all work activities with strict adherence to data protection and confidentiality obligations and policies, and with utmost discretion. Comply with our Information Governance Policy, our Social Media Policy and our Mobile Phones and Devices Policy.
16. To assist in ensuring the security for all residents and the premises through observance of security procedures and challenging of any stranger in the home.
17. Be responsible for keeping all resident information confidential. To ask the Nurse if unsure, in the event that information is requested of you by a third party.

PERSON SPECIFICATION: Care Assistant

Experience	Previous experience of work within a health care setting is not essential, but may be an advantage, for example experience of a nursing home, hospital or working with clients with disability and/or dementia.
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Skills	Clear written and verbal communication in the English language. Proficient English comprehension.
Qualifications	None required for this role.
Knowledge	Full training is provided. Rather than specialist knowledge, we look for values which align with our own. To this end we measure against a comprehensive set of attributes/competencies, see below.
COMPETENCE	DETAILS
Working with Others	Works and co-operates willingly with others; Builds and maintains positive relationships with all team members, across depts. Delivers on promises and is accountable; accepts responsibility for own mistakes Actively and consistently contributes to a positive work environment through communications and behaviours
Respecting Others	Is open minded, listens actively; Treats others respectfully and focuses on positive qualities in colleagues Is open and honest Is willing to listen Checks understanding by asking questions When concerned about another's performance or behaviour, chooses to address it through positive means to resolve it in the least disruptive, most amicable way possible
Customer Focus	Delivers kind, person-centred care: Correctly identifies customer/residents needs from relevant documentation and delivers compassionate, person-centred care accordingly Puts the resident at the centre of all work tasks Is motivated by the desire to ensure each day is the best it can be for the resident Gives compassionate, friendly, helpful support Responds efficiently and effectively to customer needs, in compliance with training Is respected by individuals
Working Proactively	Shows initiative and acts promptly to get things done: Recognises and acts when something needs doing Is able to plan and act responsibly without supervision Recognises when a decision is needed and acts accordingly if within scope of role or refers to senior for action Is proactive and acts quickly Is happy to suggest ways of doing a task better
Confidence & Communication	Presents positively and communicates confidently and appropriately: Appears and sounds confident and makes an immediate positive impression Is confident when dealing with a range of people (residents, staff and visitors) Uses positive 'can do' language appropriate to the situation Expresses self in positive, self-assured, honest, and appropriate manner Writes clearly and accurately Is prepared to challenge inappropriate actions or behaviour, in good faith and with appropriate sensitivity for a positive outcome with least disruption

Performance Focus	Demonstrates Personal Drive and delivers: Gets on with the job and focuses on what's important Shows energy in tackling tasks and completes to agreed standards and quality levels Asks for help if unsure Shows enjoyment and enthusiasm for achieving results Aims for professional standard of delivery Takes responsibility for delivering on commitments Shows determination and tenacity when facing problems – does not give up easily Wants to improve and is open minded about being coached/mentored Prioritises workload effectively Follows relevant procedures
Planning & Reviewing	Organises self and tasks well: Deals effectively and promptly with routine work Manages own time, schedules own work and carries out tasks Plans effectively - so that tasks and activities are completed accurately and on time Records data accurately Carries out each work activity with appropriate level of discretion Maintains confidentiality and adheres to rules around data protection Willing to reflect on own practice and engage positively with feedback
Knowledge	Demonstrates required skills and knowledge: Understands, learns and applies requisite skills to perform the role well Applies knowledge effectively and competently to achieve tasks Demonstrates sound understanding of risks areas and responsibilities associated with accidents, incidents and poor practice e.g. safeguarding responsibilities, duty of candour Strives to continually maintain and enhance knowledge; attends regular update training; engages with supervision sessions Makes all reasonable endeavours to overcome any gaps in knowledge or comprehension required for safe performance of the role; engages with input from others in the pursuit of good practice
Change Focus	Readily adapts own approach to change: Responds positively to change Maintains performance in changing circumstances e.g. manages routine and frequently changing work demands Maintains focus and delivers even when priorities and resources change

This Job Description/Person Specification is neither definitive nor restrictive and will be modified to meet the changing needs of the business.

I understand and accept the job description and person specification as laid out above:

Signed Print name Date: