

Cavendish Care Home Ltd

Job Description

Job Title:	Care Assistant (day & night duties)
Reports To:	Senior Carer or Home Manager
Responsible for:	Trainee Care Staff assigned
Overall Responsible person:	Home Manager
Job Purpose:	To provide a comprehensive caring service (incorporating the key worker system) as part of the care team by attending to the physical, social, intellectual, psychological, spiritual and emotional needs of clients in accordance with the Home's code of practice.

Key Responsibilities – Day Duty

1. To assist residents who require help with their personal needs such as toileting, washing, dressing, bathing and feeding.
2. To assist residents with mobility and other physical disabilities, including help in the use of care aids (for example for incontinence) and other personal equipment.
3. To give care for residents who are temporarily sick and require nursing in bed.
4. To help care for residents who are dying, and give comfort and support to their relatives.
5. To help in the promotion of mental and physical activities of residents through talking to them, taking residents out for walks and other recreational activities.
6. To make beds and change beds when required, tidy rooms and undertake light cleaning duties for example; tables and chairs, empty commodes when required.
7. Ensure that clothing for each resident is clean, washed and returned to the correct room.
8. Set dining tables and serve meals to residents; assist with feeding.
9. Clear and tidy the dining room and assist in the washing up.
10. Ensure emergency bells are attended and answer the door and meet and greet relatives and visitors.
11. Work in line with each resident's individual agreed care plans and in consultation with senior staff write reports as required in the daily care plans.
12. Act as "key worker" to designated residents
13. Act as escort when required
14. Attend all staff meetings as required by the Home Manager or Senior Management Team.
15. Attend all mandatory staff training in line with the requirements of the role.
16. Participate in and help organise activities for the residents.

Key Responsibilities – Twilight & Night Duty

1. All night care staff should take instructions from the Senior Carer on duty. The Senior Carer is responsible for the building and the assigned staff and residents during the night shift.
2. Call bells must be left by the bed of the resident in order that the bell is easily accessible at all times throughout the night and call bells must be answered immediately.
3. Receive the handover report from the day Senior Carer ensuring due care is taken where there are observations and monitoring required.
4. Serve suppers to residents including those already in bed.
5. Start to help residents to go to bed if they wish to do so, wash resident and use appropriate pads allocated to the resident. (NB only pads allocated to the individual resident should be used for that person)
6. Ensure that every resident has a small light on in their room and close their door (fire procedure) unless a disclaimer is completed. The Senior Carer will have information in relation to the residents who have completed the disclaimer.
7. Check residents with catheters who have night bags in situ.
8. Collect all cups, plates, jugs etc., from the rooms of residents, take to the kitchen and wash-up. Tidy the kitchen including sweeping and washing floor.
9. Hygienically clean tables and chairs in both lounges. Hoover/sweep communal areas and where laminated flooring is in situ, wash the floor. Empty bins and put clean black bags where necessary.
10. Undertake regular round checks; the maximum time between each check should not exceed 2 hours. Complete night check sheets.
11. Complete turn and cream charts as required.
12. Offer refreshments to residents that are awake if they are unable to sleep.
13. Wash and change those residents who are incontinent and use appropriate cream as required. Entering details on appropriate charts.
14. Undertake laundry tasks **(it is important to read the washing labels before putting in machine)**.
15. Undertake ironing tasks and ensure the laundry is clean and tidy and ready for the morning shift.
16. Breaks to be taken with the agreement of the Senior Carer. Breaks are not to be taken with other night care assistants.
17. Assist residents with personal hygiene and dressing who wish to get up early and any residents who are awake. Check with the Senior Carer on duty in relation to specific resident requirements.
18. Where commodes have been used during the night, ensure that they are emptied and washed out on every occasion.
19. Report to the Senior Carer any changes or concerns in relation to individual residents.
20. Empty yellow bags and take to the outside bin and also ensure black bags are removed to the outside bin.
21. Complete care plans during the course of the night.

22. Undertake final report to the Senior Carer to enable a smooth hand-over.

General Duties

- 1) Attend to any other duties as may be reasonably required by the Home Manager or Senior Management Team.
- 2) Be aware of emergency procedures, report hazards to a Senior Carer or Home Manager and respond to emergencies as appropriate.
- 3) To facilitate the smooth running of the Home, employees may be asked to undertake additional duties from time to time within the responsibility level of the post.
- 4) To facilitate the smooth running of other establishment(s) owned by the family, you may be required on an occasion to cover a shift in another home. Requests of this nature will be kept to an absolute minimum.
- 5) To observe all health and safety requirements at work and to ensure all incidents, accidents and near misses are reported and all documentation completed within the agreed timescales.
- 6) To actively promote equal opportunities.

Other Duties

All employees have a responsibility to participate in regular supervisions and appraisals with their manager and to identify performance standards for the post. As part of the appraisal process, employees have a joint responsibility with their manager to identify any learning and development needs in order to meet the agreed performance standards.

General Requirements

It is the employees' responsibility to read and sign off policies to show that they understand the procedures to undertake towards attaining the standards required by the Home.

All new and revised policies will be included in a file containing such, a copy in the Senior's office and a copy in Staff room. Applicable policies have been inserted into the Employee Handbook.

I agree to be bound by the duties detailed herein

Name:
(Capitals please)

Signed:

Dated: