

MARY FEILDING GUILD

103/107 NORTH HILL, LONDON N6 4DP
Telephone: 020 8340 3915 Facsimile: 020 8341 0295

Chair:
ELIZABETH WRIGHT

Hon. Treasurer:
PETER ROBINSON

Director:
MISS M MCGLOIN

March 2012

Dear Applicant,

RE: CARER - NVQ2

Thank you for showing interest in the post of Carer. This is a very important role as our carers are hugely important to our residents, not only in terms of providing support, but also as the people who get to know our residents very well.

Our residents may be old (average age 89) but they are an extraordinary group of people who challenge the perception of aging. Many of them, although experiencing some health deterioration associated with aging, continue to remain active and very interested in life. Your role is to help them maintain their independence for as long as possible and for caring for them, including up to the end of their lives.

Application process

Please complete the application form fully as CVs will be discarded before short listing begins. You should pay particular attention to the supporting statement, adding an additional page if you wish.

The closing date for receipt of applications is **Monday 16th April 2012 at 9am**. You can return your application to info@maryfeildingguild.co.uk or by post to the above address – marking it private and confidential. We will short list early that week and interviews will be held sometime the following week i.e. week beginning on **Monday 16th April 2012**. If you have not heard from us by the beginning of May you have unfortunately been unsuccessful on this occasion.

Thank you again for your interest in Mary Feilding Guild and we look forward to receiving your application.

Yours sincerely

Mary McGloin
DIRECTOR

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JOB DESCRIPTION - CARE ASSISTANT - DAYS

POSITION: Care Assistant
RESPONSIBLE TO: Head of Care/Senior Carer on duty

Purpose of Position

- To share with other staff in meeting the personal care needs of residents in a way that respects the dignity of the individual and promotes independence.
- To help in the care of the residents' physical environment and in the general day-to-day activities of the home.
- To take delegated responsibilities for the residents under your care, to the appropriate level.

Principal Responsibilities

1. Assist residents who need help with dressing, undressing, bathing and toilet.
2. Help residents with mobility problems and other physical disabilities such as incontinence; help in the care and use of aids and personal equipment.
3. Help in the promotion of mental and physical activity of residents through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations, if the resident wishes.
4. Make and change beds.
5. Take care of personal laundering where necessary.
6. Serve meals and assist residents at meal times if required.
7. Answer emergency bells, the door and the telephone; greet visitors.
8. Take part in staff meetings and training activities as required.
9. Assist Senior Carer on duty as required with the administration of medication to residents.
10. Be conversant with fire points, fire fighting appliances and current fire safety instructions.
11. Keep up to date with information laid out in the Health & Safety file and the COSHH statement.
12. Keep up to date with current policies and procedures in the appropriate file.
13. Always refer to the Senior Carer in charge if you have any areas of doubt.
14. To record residents' activities and needs within care planning documentation according to procedure.
15. To undertake any other reasonable request.