

MARY FEILDING GUILD

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.