

Mary Feilding Guild

POSITION: Care Assistant – Days/Evenings and Nights

RESPONSIBLE TO: Care Manager 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 activities of the home.
- To take delegated responsibilities for the residents under your care, to the appropriate level.
- To assist in working night duty cover in the home.
- To assist the Senior Carer on duty in the provision of the care, support and attention of all residents as and when needed.

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. To update care plans and other records as required.
5. Make and change beds.
6. Take care of personal laundry where necessary.
7. Serve meals and assist residents at meal times and provide hot drinks as required.
8. Assist residents preparing for bed and waking in the morning as directed.
9. To carry out the prescribed list of tasks specific to the night staff. This includes tasks such as ironing, setting up the dining room, disinfection of wheelchairs. This list is not exhaustive and will vary from shift to shift.
10. Answer aid calls and emergency bells, the door and the telephone; greet visitors.

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11. Be aware of the security of the Guild, both internally and externally: this involves checking all exterior entries, exits and windows are secure during your period of duty. All unnecessary lights within the realms of safety should be turned off.
12. Take part in staff meetings and training activities as required.
13. Assist Care Manager on duty as required with the administration of medication to residents.
14. Carry out regular checks on the building with special reference to fire protection.
15. Be conversant with fire points, fire fighting appliances and current fire safety instructions.
16. Keep up to date with information laid out in the Health & Safety file and the COSHH statement.
17. Keep up to date with current policies and procedures in the appropriate file.
18. Always refer to Care Manager in charge if you have any areas of doubt.
19. To record residents' activities and needs within care planning documentation according to procedure.
20. To undertake any other reasonable request.

See terms and conditions on the next page.

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Terms and conditions for Care Assistant: Days/Evenings and Nights

For information only

Salary: £9.93 per hour paid monthly in arrears into your bank account

Shift enhancements will be paid follows:

- +10% for hours worked after 16.00 hours
- +30% for Saturday hours worked
- +50% for Sunday hours worked
- +100% for Bank Holidays worked + a day off in lieu.

Hours per week 36 hours (average)

Hours of work various shift patterns, 8am- 9pm – (long day), 8am-3/4pm (early), 3-9/4-9pm (late), 9pm-8am/9pm-9am (night shift).

Days of work Sunday to Saturday

Holiday 20 days holidays and 8 bank holidays, increases with length of service

Probation period 6 months

These terms are not binding and do not form any part of a contract of employment