

MARY FEILDING GUILD

JOB DESCRIPTION FOR CONTRACT CARE ASSISTANT

POSITION: Contract Care Assistant

RESPONSIBLE TO: Registered Manager/ 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 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. To update care plans and other records on a daily basis as required.
5. Make and change beds.
6. Take care of personal laundry where necessary.
7. Serve meals and assist residents at meal times if required.
8. Answer emergency bells, the door and the telephone; greet visitors.
9. Take part in staff meetings and training activities as required.
10. Assist Care Manager on duty as required with the administration of medication to residents.
11. Be conversant with fire points, fire-fighting appliances and current fire safety instructions.
12. Keep up to date with information laid out in the Health & Safety file and the COSHH statement.

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13. Keep up to date with current policies and procedures in the appropriate file.
14. Always refer to Care Manager in charge if you have any areas of doubt.
15. To record residents' activities and needs within care planning documentation according to procedure.
16. To undertake any other reasonable request.

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PERSON SPECIFICATION – CONTRACT CARE ASSISTANT

	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience of providing care	Experience of caring for older people
QUALIFICATIONS	Ideally, NVQ2 in Health & Social Care	
SKILLS	Well developed communication skills – both verbal and written. An ability to listen carefully and engage with a range of people, most particularly our older residents An ability to follow instructions in a timely and correct manner	
APTITUDE	A genuine interest in older people and a willingness to engage with them on an individual basis Tactful and sympathetic in dealing with residents and their families A commitment to team work and willingness to work to improve standards of care	
PERSON ATTRIBUTES	Self-motivated, able to work on your own initiative, forward-looking, and able to take responsibility Ability to work as part of a team Enthusiastic about the work and committed to the well-being of residents	

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INFORMATION ONLY – Terms and conditions for 6 month (minimum) contract care assistant

Salary: £11.25 per hour paid monthly in arrears into your bank account

Hours per week: an average of 40 hours over a 6 week shift pattern. This will include a mix of day/evening and night shift.

Shifts: Shifts vary and the following are examples only
8.00 am – 15.00; 15.00 – 21.00; 21.00 – 08.00am

Days/hours of work: Monday to Sunday – normally 5/7 days

Holiday: 20 annual leave holidays and 8 bank holidays on a pro-rata basis. Annual leave holidays increase on an incremental basis relating to length of service by between an additional 2 – 5 days per annum.

Probation period: 6 months – can be extended for an additional 3 months.

Location: Mary Feilding Guild is located in London N6. The post holder must reside within an hour's commute of the Guild

This post is to provide cover for annual leave and other leave during the busy summer period – April – September inclusive.

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

Contract is subject to receipt of a clear enhanced DBS (previously CRB) check and receipt of two references which are satisfactory to the Guild.

Interview date: 15 March 2018