

## JOB DESCRIPTION & SPECIFICATION

### CARE WORKER NIGHTS LEVEL 2

<b>Location</b>	Copelands, 97 Donaghadee Road, Millisle, BT22 2BZ
<b>Project Remit</b>	<p>Copelands is Belfast Central Mission's flagship project, providing market leading care for Northern Ireland. It encompasses everything needed to create a genuine home from home where residents can enjoy a fulfilling life.</p> <p>Copelands comprises of six households, each with 10 residents. Each household has its own front door, kitchen and living area as well as access to a communal outdoor area. The home has been designed with the differing cognitive, social, and physical abilities of the residents in mind.</p> <p>Our aim is to provide the best possible care to frail older people, including those living with dementia. We promote the use of familiar and recognisable surroundings and activities to stimulate residents' memories. Visual clues throughout the design help residents with recollection to avoid confusion and increased anxiety. Additionally, it creates opportunities for staff and residents to interact more easily in activities of daily living.</p>
<b>Hours of Work</b>	36 hours per week – 3 x 12 hour shifts
<b>Salary</b>	<p>£23,802.48 per annum</p> <p>£12.715 per hour</p> <p>Scale Point 21</p>
<b>Contract Type</b>	Permanent
<b>Pension</b>	4% employer contribution (after 3 months of service)
<b>Holidays</b>	33 days annual leave per annum (including statutory holidays)
<b>Sick Scheme</b>	Statutory Sick Pay
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Westfield Health Level 1 - Cash back plan</li> <li>• Westfield Health Rewards</li> <li>• Free meal (one meal per 12 hour shift)</li> <li>• Paid breaks</li> <li>• Uniform provided</li> <li>• 12 hour shifts</li> <li>• Paid Access NI</li> <li>• Long service annual leave increments and scheme</li> </ul>

## Job Specification

<b>Essential</b>	
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• 1 years' experience working with older people in a residential or community setting</li> <li>• QCF Level 2 or equivalent, or willing to obtain if successful</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate well, at all levels e.g., residents, family members, other staff</li> <li>• Resilient and able to cope with the many challenges which are presented</li> <li>• Be of a compassionate and caring disposition with a high degree of empathy</li> <li>• Always act with a high-degree integrity respect</li> <li>• Ability to work a part of a team to achieve goals and quality outcomes</li> <li>• Ability to use a computer system for reporting and record-keeping purposes</li> <li>• Proficient in the use of all elements of Microsoft Office</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability to work on a rota basis (7 day week)</li> <li>• Be flexible to work on an ad hoc basis to provide essential cover</li> </ul>
The successful candidates will require	
<b>Access NI</b>	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.
<b>NISCC Registration</b>	If you are or have been registered with NISCC, your registration must be active on commencement of employment. If you have never been registered you must be registered before the end of your probationary period.

## Job Description

<b>Scope of Responsibility</b>	<p>You will work as part of a multidisciplinary team to provide the High quality care to our residents. Using a person-centered approach you will support a wide variety of residents with all aspects of their day to day living, including social and physical activities, personal care, mobility, and mealtimes.</p>
<b>Key Areas of Responsibility</b>	<p><u>Personal and Social Care</u></p> <ul style="list-style-type: none"> <li>• Provide a high-quality, safe service which involves the provision of personal, social, and domestic care as documented in the resident's individual support plans</li> <li>• You will undertake the role of 'Keyworker' for your designated residents and compile and regularly review their Care Plan</li> <li>• Respect personal choices of the residents, ensuring that equal opportunities principles are applied</li> <li>• Encourage the resident's independence by using the ethos of "assisting with" not "doing for" in terms of assisting residents with their care needs</li> <li>• Uphold confidentiality and maintain dignity of all residents</li> <li>• Listen to the directions and requests of the resident and wherever possible perform the duties consistent with their own wishes</li> <li>• Assist residents with all aspects of essential basic hygiene appropriate to the Care of the Elderly</li> <li>• Assist with toileting whether that be assisting them to get to the toilet or using a bed pan or commode</li> <li>• Provide support with showering and/or bathing including bathing in bed where necessary</li> <li>• Oral care including assistance to brush teeth and denture care where necessary</li> <li>• Care of resident's skin and hair including assistance shaving, brushing hair, etc.</li> <li>• Help residents with restricted mobility and other physical disabilities that may limit their movements, including the safe use of mobility equipment's</li> <li>• Help residents with morning and evening routines including getting up and into bed, dressing and undressing</li> <li>• Ensure residents are receiving adequate care for pressure areas and prevention and treatment of sores and other skin lesions</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with mealtimes including help with feeding if needed and ensure food meets dietary requirements of the resident and is free of hazards that may cause choking, reactions, etc.</li> <li>• You will carry out dining room duties, including the transportation of food to dining rooms, serving food and drinks to residents, setting tables and trays, washing-up, tidying and clearing the dining room and the preparation of breakfasts.</li> <li>• Recognise any changes in behaviour and escalate concerns</li> <li>• Provide special assistance and care to residents who may be sick and needing extra care and monitoring, e.g., bed nursing, bathing, etc</li> <li>• Partake in activities with the residents such as reading, writing, hobbies and recreation</li> <li>• You will Support residents to maintain links with the community and build new friendships</li> <li>• You will help ensure that residents are given the opportunity to enhance their quality of life and that they retain their citizen rights</li> </ul> <p><u>Domestic Care</u></p> <ul style="list-style-type: none"> <li>• You will be helping to create a relaxed, homely, attractive, and personal living environment</li> <li>• Making and changing resident's beds</li> <li>• Essential laundry for the residents</li> <li>• Ensure cleanliness of residents living areas including emptying commodes, etc</li> <li>• Work with the team to ensure cleanliness and tidiness of all communal areas</li> </ul> <p><u>Administration and other duties</u></p> <ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date records as required by the Homes procedures</li> <li>• Undertake new and refresher training as necessary to continue to meet the requirements of the post</li> <li>• Attend staff and residents' meetings as requested</li> <li>• Observe Health and Safety Regulations and report any matters of concern to the Team Leader on duty</li> <li>• Follow evacuation procedures in the case of a fire or other emergency</li> <li>• Work within health and safety regulations</li> </ul>
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The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.