

JOB DESCRIPTION**JOB TITLE:** Care Assistant**REPORTS TO:** Nurse Manager / Senior Staff Nurse / Staff Nurse**DEPARTMENT:** Housing and Care Services**DATE:** October 2024**REVIEW DATE:** October 2025

ROLE PURPOSE: To work with other members of staff to meet the complex care needs of individual residents through person centred care, in a way that respects the dignity of the individual and promotes independence. To provide a quality of service which ensures the physical, psychological, social, emotional and spiritual needs of individuals are being met.

Key Area	Key Activities
<u>Care/Support</u>	<ul style="list-style-type: none"> • To provide safe, effective care with compassion. • To provide care that is resident focused whilst ensuring that residents' dignity and privacy are maintained at all times. • To work to recognised standards, including RQIA and Apex Policies and Procedures. • To provide, where appropriate, personal assistance to residents such as bathing, washing, toileting, dressing, feeding etc. whilst ensuring the privacy, dignity and rights of residents are maintained • To observe and report to Nurse Manager / Staff Nurse changes in residents' health, wellbeing and behaviours. • To report to the Nurse Manager / Staff Nurse untoward incidents, e.g. falls, accidents, unexplained injuries, • To report any concerns re possible abuse of service users immediately to the nurse in charge. • To report to the Nurse Manager / Nurse in Charge any complaints, compliments (written or verbal) and maintain a record of same. • To refer all enquiries regarding the care or condition of service users to the nurse in charge. • To accompany residents on social and recreational outings and other appointments, as required. • To be available to listen and talk to residents using an approach suitable to their needs. • To participate in the implementation of group and social therapy e.g. reminiscence, reading, letter-writing and entertainment. • To assist with the cleaning service within the scheme • To ensure that service users are socially presentable in appearance at all times. • To ensure that service users have any aids e.g. dentures, hearing aids, spectacles etc fitted, cleaned and in working order.
<u>Record Keeping/Reporting</u>	<ul style="list-style-type: none"> • To participate as a team member in the planning, implementation, on-going review and evaluation of care programmes and update relevant records as required. • To maintain accurate records when recording patient's food and fluid intake, as well as documentation of fluid output and bowel actions. Report abnormalities to the Nurse in Charge • To maintain up-to-date records of all care / support provided to residents (via the Epicare System, where appropriate).
<u>Confidentiality</u>	<ul style="list-style-type: none"> • To ensure confidentiality at all times in relation to residents, relatives and staff. • To attend and participate in general staff and resident meetings as required.
<u>Self-Development</u>	<ul style="list-style-type: none"> • To recognise your own caring limitations and to seek guidance from the Nurse Manager / Senior Staff Nurse / Nurse in Charge, as appropriate. • To attend and participate in mandatory training and other personal development courses as required, including QCF, where appropriate. • To participate in a programme of formal supervision and the Association annual appraisal system
<u>Communication, Team-working, Respect and</u>	<ul style="list-style-type: none"> • To develop and promote good communication and working relationships with service users, relatives, colleagues, and all other relevant individuals with whom you come into contact. • At all times provide a caring service and treat others in a courteous, respectful and professional manner.

<u>Professionalism</u>	<ul style="list-style-type: none"> • To address in an appropriate manner the behaviour of staff who do not show respect to others, and where appropriate inform the nurse in charge of such behaviour. • To promote a professional image at all times and to be accountable for own practice. • To ensure due regard is given to the customs, values and spiritual beliefs of residents and colleagues and that equal opportunities are practised. • To participate in and assist with the Buddy system for new employees • To ensure readiness to commence work at the expected time, including attending hand-over meetings in a timely manner and, not to abandon duty without permission from the Nurse In charge. • Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work
<u>Health and Safety and Risk Management</u>	<ul style="list-style-type: none"> • To take personal responsibility for own safety and carry out all duties in line with health and safety policies and procedures. • To report faults and hazards in a timely manner. • To ensure that infection control procedures are adhered to. • To summon the necessary assistance as appropriate (including dealing with occasional challenging behaviour by residents) and to undertake direct hands on support in emergencies until the required assistance arrives. • To participate in Fire Drills as recommended by the local fire prevention officer and adhere to and promote the Associations Health and Safety Policy.
<u>Miscellaneous</u>	<ul style="list-style-type: none"> • To adhere to Association policies and procedures and assist with the proper administration and maintenance of the scheme. • To comply with NISCC registration requirements for Care Workers and to adhere to the NISCC Standards of Conduct and Practice for Social Care Workers. • To provide cover for scheduled annual leave, training and any other ad hoc absences, as per the requirements of the Scheme. • To carry out other duties as directed from time to time • No job description can cover every issue, which may arise within the post at various times. The job description is not rigid or inflexible, but provides guidelines regarding the duties expected in post.