

# POST: CARE ASSISTANT

**REPORTS TO: CARE MANAGER**

**MAIN TASK:**

To provide care to adults and children assessed as required, in order to meet their health and social care needs. To provide assistance and support within the service users home to meet their health needs.

**Patient Care:**

* Provide effective person-centred care for our service users, ensuring safety at all times.
* Assist with the safe transfer of service users from bed to chair and vice versa.
* Assist with service user positioning where appropriate in regards to:
* Procedure to be performed.
* Service user comfort/dignity
* Pressure area care
* Moving and handling
* Attend to personal care needs as stated in service user care plans.
* Observe service users’ condition, report any concerns to management
* Ensure confidentiality is maintained at all times.

**General Duties;**

* Be familiar with company policy and procedures, especially in relation to.
* Fire Safety
* Infection Control
* Health and Safety
* Develop good interpersonal relationships with service users, their families and other members of the multi-disciplinary team.
* Participate in trials of new equipment.
* Report any defects with equipment, remove from use, report to management.
* Report any incidents/accidents to line manager on duty. After discussion with the Care and Elderly Services Manager and the referring Trust, the Care Assistant will be given all necessary information regarding the package of care that Ardcomm Care have agreed to deliver.
* The Care Assistant will undertake any identified tasks and arrangements as requested within the package of care that are identified on the service users Care Plan.
* Ensure records are maintained to a high standard and updated at each visit.
* The Care Assistant will participate in supervision and team meetings.
* The Care Assistant will observe and adhere to all Health & Safety regulations and legislation.
* The Care Assistant will participate in an induction and mandatory training *(if staff member leaves their post within 1st six months, they will have to repay the cost of this).*
* The Care Assistant will undertake any relevant training in relation to the care package.
* The Care Assistant will ensure the adherence to any relevant legislation relevant to their role.
* Any other relevant duties that may be deemed necessary to the post.

**General Requirements:**

* Co-operate fully with the organisations Health and Safety policy, reporting all incidents/ equipment defects/accidents to line manager.
* Co-operate fully with the organisations Smoke-Free policy.
* Maintain good standards of attendance, appearance and behaviour that will not conflict with organisational policy or bring the organisation into disrepute.
* Comply with the social media policy, ensuring any information posted will not bring the organisation into disrepute or breach confidentiality.
* Co-operate fully with the organisational Infection Control Policy (under review)
* All employees of Ardcomm are legally responsible for all records held, created or used as part of their business within the organisation including, service user records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exemptions, under the Freedom of Information act 2000, the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Employees are required to be conversant with organisational policies and procedures and seek advice if in doubt.
* Take responsibility for his/her own ongoing learning and development, in order to continue to meet the demands of the post held.
* All employees must conduct themselves with impartiality, integrity, objectivity and honesty. They must maintain high standards of personal and professional accountability.
* The organisation is committed to the development and implementation of systems under Integrated Governance to ensure continuous improvement in the quality of services provided. Employees will be expected to co-operate and work with such systems.
* All information concerning patients and staff must be held in the strictest confidence and may not divulge any information to unauthorized persons.
* All staff will be subject to and completed/apply for Access NI checks.
* There will be continual appraisals whilst in employment.
* As an organisation we will provide appropriate training for all staff to enhance their personal and professional development.

**ESSENTIAL CRITERIA:**

The following are ESSENTIAL criteria which will initially be measured at shortlisting stage and further explored upon interview.

* Passionate about providing care in a compassionate way.
* Ability to work flexible hours, which may include evenings and weekends.
* The Care Assistant must understand the importance of family networks and related issues.
* Willingness to undertake necessary training.
* Full Clean driving License and access to own car (and insured for business use).
* All staff have completed Access NI checks and shown to have no convictions that would conflict with terms of employment.
* All staff are currently registered or are willing to be registered on the NISCC register which is compulsory for all care staff.

**DESIRABLE CRITERIA:**

This will only be used where it is necessary to introduce additional job criteria.

* 2 G.C.S. Es at grade C or equivalent such as BTEC, NVQ etc.
* Currently registered with NISCC (but willing to register should they be offered a post)
* Previous experience in a caring capacity
* Empathetic considerate and kind
* Understanding the needs of vulnerable children/adults

**THIS ORGANISATION IS AN EQUAL OPPORTUNITIES EMPLOYER**