



RENAISSANCE CARE

JOB DESCRIPTION

Job Title: Care Assistant

Responsible to: Home Manager

Job Purpose: To actively participate with other members of staff in meeting the personal and social needs of residents in such a way to respect the dignity of the individual and to promote their independence.

Key Responsibilities

- To ensure the highest possible level of care is maintained by supporting/ assisting residents', when required, with washing, toileting, dressing, undressing and all other aspects of daily living.
- Assist residents in all aspects of their care needs (i.e. physical, emotional and spiritual). Provide attention when needed whilst ensuring residents maintain their comfort, dignity and right of choice.
- To adhere to the Scottish Social Services Council (SSSC) codes of practice at all times and obtain SSSC registration within 6 months of commencing in this role.

Main Duties

1. Care

- Report to the Person in Charge any changes observed in the physical or mental condition of the residents.
- Help residents where necessary with dressing and undressing, whilst encouraging the resident to remain as independent as possible.
- Assist with toileting of the residents.
- Assist with bathing of residents, both in bed and in the bathroom.
- Understand the needs of the incontinent resident and maintain a sympathetic approach as well as assisting with promotion of continence.
- Treat all residents with respect and ensure their privacy and dignity at all times.
- Be aware of the residents Care Plan and provide care in accordance with this.
- Be aware of special dietary needs and of special problems relating to eating that the resident may have.
- Provide assistance during meal times ensuring that residents maximise their intake and have a pleasant dining experience.
- Assist in maintaining residents care documentation.
- Assist with resident activities, both inside and outside the care home.

- Escort residents travelling to and from the care home, such as for hospital visits and social outings.
- Bring any problems that may arise either with caring for the residents, or personal problems such as off-duty, to Person in Charge as soon as possible.
- Closely monitor residents who may be confused and/ or have behavioural problems.
- Assist in the delivery of care for residents who are dying or who have a progressive illness. Assist with last offices.
- Ensure full privacy and dignity is maintained for the dying and the bereaved, in line with the Company's policies and procedures.
- Answer nurse call system promptly, giving assistance as required.
- Carry out regular checks on residents at intervals determined by senior staff members.
- Clean and maintain equipment used by residents/ relatives (e.g. wheelchairs, hearing aids, spectacles etc.) and ensure the care home is kept clean and tidy.
- Put away residents clothes from their laundry baskets into their individual drawers, wardrobes etc.
- Put out fresh towels & face cloths as required each day.

2. Health and Safety

- To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act.
- To assist in the maintenance of a Safe and healthy Working environment by understanding and ensuring adherence to company Health and Safety Policy and procedures including Fire.
- To practice and promote safe working practices within the home.
- Be able to, confidently and safely, operate any mechanical aids required for resident care.
- Be able to demonstrate the correct skill in moving and handling residents.
- To be fully aware and comply with infection control policies and procedures, ensuring you use the appropriate hand hygiene technique and have adequate protective clothing such as gloves and aprons when required.
- To take responsibility for own Health and safety and that of others who may be affected by your acts or omissions.
- To ensure the correct use of sharps bins and arrange collection and supply if necessary.
- To report to the Manager or Maintenance person any faults, damaged furniture, faulty appliances, equipment or potential hazards.
- Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
- Ensure that all laundry is placed in the appropriate bags at all times.
- Ensure all used pads are placed in the appropriate clinical bags and placed in the bins provided. Bags should be replaced when $\frac{3}{4}$ full and secured tightly.

- You will be expected to be vaccinated as a condition of employment. It is also expected that you will undertake boosters vaccinations as appropriate

3. General

- To promote and ensure the good reputation of the care home as well as the Company.
- To greet visitors in a friendly manner and be able to answer the telephone politely and correctly, bringing any messages to the attention of the Person in Charge.
- To wear an identification badge at all times.
- To wear the correct uniform and keep a tidy and smart appearance.
- Understand your duty to whistle blow if you witness bad practice or harm to a resident within the Home.
- To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.
- To attend and participate in staff meetings and attend all mandatory training.
- To undertake ongoing learning and professional development as necessary, in order to maintain high standards in the quality of work, as outlined in the job description.
- To participate in relevant SVQ training to achieve required qualifications.
- To attend and participate in supervisions and appraisals.
- To communicate effectively with other staff, relatives and visitors including professional agencies regarding residents and work in a collaborative way.
- To ensure that you are familiar with all the company's policies and procedures and understand your duty to comply and implement them when necessary.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any of the company's homes.
- This job description also applies to night workers although it is expected there will be a reduction in service users' needs at night, therefore night workers will be required to be flexible in the role and assist with administrative and domestic tasks as required.

The job description is intended to give the post holder an appreciation of the role envisaged and the range of duties that they may be reasonably expected to undertake, however it is not definitive and may be subject to change/ periodic review.

Please sign, print your name, and date below to indicate your acceptance of this job description.

Signature

Name:

Date: