
Hutchinson Homes Ltd

Title: Care Assistant Job Description

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Issue: Two

Date: 01 February 2020

Authorised: Elaine McCann

Job Title: Care Assistant

Reporting To: Nurse Manager/Nurse in Charge

Job Purpose: To share with other team members in meeting the personal needs of residents and patients in a way that respects dignity of the individual and promotes independence.

To assist in ensuring that a home like atmosphere and environment is maintained.

To take delegated responsibilities for the care of residents and patients.

Principal Responsibilities

- 1) Assist residents and patients who need help with washing, bathing, washing hair, shaving, dressing, undressing and toileting.
- 2) Help residents and patients with mobility problems and other physical disabilities such as incontinence; help in the care and use of aids and personal equipment.
- 3) Issue and collect commodes/urinals and report any abnormality. Ensure the cleaning of same.
- 4) Assist in the positioning and moving of residents and patients.
- 5) Assist or engage as directed in the washing, bathing and care of pressure areas.
- 6) If asked to do so assist a nurse with the administration of medication.
- 7) Help in the promotion of mental and physical activity of residents and patients through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations.
- 8) Serve residents and patients meals when required. Make and change beds, tidy cupboards, wardrobes and drawers in residents' room including care of clothing.
- 9) Respond to the nurse call system when activated.
- 10) Engage fully when required to do so in the reception, discharge and aftercare of residents and patients.

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- 11) Help with the service of meals and assist residents and patients to feed as instructed.
- 12) Prepare drinks and light refreshments.
- 13) Distribute and collect water jugs as directed.
- 14) Observe and report changes in residents' and patients behaviour.
- 15) When required to do so answer the telephone and take messages.
- 16) Sort clean and soiled laundry as instructed.
- 17) Ensure that **confidentiality** is maintained at all times.

Administration

- 1) Report all complaints to the line manager.
- 2) Read company policies and procedures, be aware of their contents and act accordingly.
- 3) Ensure the safe keeping of residents and patients belongings and valuables in accordance with company policy.
- 4) Ensure accidents or incidents are reported immediately to the nurse in charge and recorded in the accident incident book for **all** accidents.
- 5) Co-operate with off duty scheduling so as to ensure that adequate cover is achieved.

General

- 1) Project and promote a professional, efficient and caring company image at all times.
- 2) Ensure uniform is worn correctly and personal hygiene is of a high standard.
- 3) Attend fire drill and any other mandatory training. Ensure that you and all staff are familiar with fire procedures and fire evacuation.
- 4) Support staff undergoing their induction programme.
- 5) Help maintain a safe environment in accordance with Health & Safety legislation.

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- 6) Take part in staff meetings
- 7) Ensure all reasonable precautions are taken to prevent accidents, and ensure the safety of residents, patients, relatives, visitors and staff.
- 8) Demonstrate a positive attitude toward the company and personal duties and responsibilities, with good work habits and a willingness to put forth-extra effort when the situation arises.
- 9) Promote good housekeeping and prevent neglect of furnishings, fitments and equipment thereby ensuring an efficient and well-managed area of care.
- 10) Practice due economy in the use of resources.
- 11) Show interest in updating job skills.
- 12) The performance of any other duties and responsibilities, which may be required from time to time to fulfil the requirements of the role within the home.

Personnel Specification

Essential Criteria

- Ability to provide quality care to residents in compassionate and caring manner
- Good interpersonal and communication skills
- Experience in understanding verbal and written instructions and working independently or as part of a team to deliver
- An understanding, acceptance and adherence to the need for strict confidentiality
- Proven experience in being able to work under pressure and remain calm
- Experience in delivering excellent customer care in a busy work setting
- An eagerness to learn and continually develop

Desirable Criteria

- Previous experience delivering quality care to residents in a compassionate and caring manner
- NVQ Level 2 in Health and Social Care (or equivalent)