



Care Assistant Job Description

Your Role

Your role as one of our carers is extremely valuable and we accept that this takes dedication and commitment. As a carer you must remember that everybody is:

- an individual with individual needs
- has led a life that is at least as full and interesting as our own
- has a right to feel strange when first receiving Care
- has a right to privacy and dignity and has the right to choose
- a client and should expect to be shown respect and be provided with a good service.

Care is about using warmth, knowledge, understanding and skill to help and assist another person. The goals of caring must relate to the activities of daily living, therefore our Care aims must be that we do the following:

- Deliver the highest levels of care at all times, respecting privacy and ensuring that the client's dignity, individual needs and personal choices are respected
- Assist an individual to acquire, maintain or restore maximum independence with respect to the activities of daily living
- Help the individual to undertake preventative activities independently, in order to avoid ill health;
- Provide assistance in the Client's recovery and eventual independence.

In your role as a Carer, you will be involved in numerous relationships with a wide range of people. These will include the Client, members of their family, colleagues, and other professionals. At times you will develop very close relationships with your Client and their families. The quality of the relationship will determine how effective you will be in caring for them.

Key things to remember are that:

- it is a professional relationship and its purpose is to support and maintain the Client.
- Be aware of your own skills and capabilities and do not carry out tasks if you do not feel confident/competent to complete them.
- Ensure that you are punctual with your time keeping. Arriving late for client visits is not acceptable and may lead to disciplinary action and your subsequent dismissal.

Your Duties

Your duties, which could include all or some of the following, will be agreed between the Director and clients at time of take on and detailed in the client's Care Plans.

- All aspects of personal care, including washing, dressing, shaving, moisturising, hair wash etc
- Emotional support, providing warmth, interest in the client and showing care
- Administering medications
- Monitoring medications
- Skin integrity
- Preparation and serving of meals
- Assisting clients to eat and drink
- Monitoring clients' diet and fluid intake
- Escorting clients on outings of their choice
- Shopping for food and supplies
- Escorting clients to appointments eg. doctors, dentist, bank
- Light domestic task
- Helping to care for the client's pets
- You will also be expected to encourage activities of the client's choice for example, playing cards, board games, gardening, attending social clubs, day centres etc.
- Be aware of safe guarding issues and company Health and Safety policies to keep clients safe.

Your Hours of Work

Your Contract of Employment will refer to your normal weekly working hours. Important points to remember and adhere to:

- Hours of work will be allocated on a shift rota basis, including weekends and will vary depending on the client's needs.
- Due to the nature of the care industry, client visits are required 24 hours a day, 7 days a week and your allocated shifts will reflect this.
- Bank and Public Holidays are considered to be normal working days for all Care staff but are paid on double time.
- You may be expected to work split shifts and receive requests to work at short notice to cover sick leave, changes in a client's conditions etc.
- Part time and bank staff shifts will vary depending on availability and needs of the clients.
- The shift rota is completed each week and details will be sent to you, by email, as soon as is practicable. You must reply to this email to advise you have received and read your shifts for the following week, otherwise shifts may be reallocated to another Carer.
- Once the rota has been completed and emails advising staff of their shifts for the following week have been sent, any requests for time off during that week will not be authorised.
- It is an essential condition of your employment that you are prepared to adopt a flexible approach to your work pattern. We are dependent on this flexibility, not only to allow us to adapt to the changing nature and volume of work, but to protect the future of the business and its employees.