

**Job Description – Care Assistant**

1. Provide service users with the highest standard of basic care and support, in accordance with the company's philosophy and policies and procedures on individualized care plans.
2. Ensure confidentiality regarding the service users and the home, at all times.
3. Promote the good reputation of the company at all times.
4. Build good relationships with service users under his/her direct care, and to provide them with daily care to help them maintain and improve, where possible, their independence, individuality and mobility, their dignity and choice, work in a person centered way.
5. Act as key worker to designated service user(s) if package of care stipulates, learning difficulties and challenging behaviors usually require a familiar carer.
6. Assist service users to carry out activities of daily living.
7. Help service users choose from their daily meals and assist them with eating. Report comments on food and fluid intake, attention should be given to those having particular dietary needs and those whom have been diagnosed as diabetic.
8. Take care of the service users' clothing, ensuring the correct collection, distribution and return of all laundered items.
9. Assist in bed making and change linen.
10. Keep the service users' rooms clean and tidy whenever possible. Assist in the cleanliness and tidiness of the environment, paying particular attention to any potential hazards.
11. Ensure the security of the service users' property and the company's property and premises. Report and hand in any lost property.
12. Carry out all such duties in such a way as ensure the economic and safe use of resources and equipment.
13. Participate in the programme of activities for service users, if noted in support plan.
14. Assist trained staff with the ongoing assessment of service users, reporting any changes or anything unusual to the person in charge.
15. Assist in the training of new care staff.
16. Adopt a neat, clean and tidy appearance at all times, and wear the appropriate uniform and conform to jewellery restriction.
17. Maintain the highest level of personal and work cleanliness and hygiene.
18. Help and be courteous to all relatives and visitors, referring inquiries about service user's conditions to the person in charge.
19. Report all compliments comments and complaints.
20. Report any defects, damage, theft, breakages and hazards.
21. Check duty Rota's and ensuring the electronic control monitoring system is used at all times.
22. Carry out all duties in a safe manner having regards for the health, safety and welfare of self, staff, service users and other persons within the home.
23. Undertake appropriate training and development to ensure statutory compliance and maintain appropriate professional registration.
24. Participate in appraisal and supervision processes within the statutory guidelines.
25. In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role.
26. Report any potential safeguarding's immediately, financial, physical, emotional, sexual and neglect should be reported direct to the office or the on call without delay, this also includes concerns regarding family members and other professionals within the service i.e. district nurses, etc.
27. Contact your office or on call if you are running more than 15 minutes late to your calls.

Received by ..... Date .....