

Job Description

Job Title: Health Care Assistant
Reports To: Lead Nurse/Registered Nurse
Accountable To: Nurse Care Manager

Main Purpose of Job:

- To ensure the delivery of high quality personal care and other support to all residents, under the direction of the Lead Nurse, Deputy or Registered Nurse on duty
- To ensure that at all times residents are treated with respect and dignity and that individual's rights to privacy, independence and choice are met

Key Tasks and Responsibilities

- To understand and work in accordance with the code of practice for social care workers and employers as outlined by the General Social Care Council
- To comply with relevant Royal Star & Garter policies and procedures in relation to the delivery of service to residents
- To follow the daily routine organised by the Registered Nurse on duty and carry out delegated tasks and instructions
- To fully participate in the Key Worker Scheme
- To actively participate in and promote the activities and outings of the Home's programme and support residents to enable them to take part in the activities of their choice
- To communicate effectively with all colleagues, visiting health professionals and residents and encourage this in others and work in partnership with other members of the multi-disciplinary team
- To assist the residents to attain their full potential in their activities of daily living
- To record (in Caresys) an outline of the residents' day in their daily diary to include all aspects of their physical and emotional well being
- To assist residents with personal hygiene and appearance
- To assist residents with mobility within the policy and procedures set by the Home and advice provided by Physiotherapist
- To assist residents with their nutritional intake and ensure that food preferences are understood and acknowledged
- To help promote resident independence and ensure that resident choice is recorded accurately and relevant action taken to implement choices where possible
- To actively participate in the bi monthly supervision and annual appraisal system
- To be responsible for inputting information into the (Caresys) resident IT system, ensuring compliance with the Data Protection Act
- To take written and verbal messages and disseminate information to staff and residents as appropriate
- To report accidents /incidents and any health and safety issues or concerns regarding residents' well being to the Registered Nurse and complete relevant paperwork.

- To raise concerns with Nurse Care Manager/Nurse regarding situations which fail to deliver a quality service to internal and external customers
- To assist with induction and provide support to new members of staff where required
- With regard to yourself, to take responsibility together with your manager for your own development and ensure you maintain an up to date knowledge of all areas relevant to your role.

General

- To undertake such other duties as may be required and which are consistent with the nature of this post.
- At all times, to promote the interests of The Royal Star and Garter Homes and ensure that the culture and ethos of The Royal Star & Garter Homes is maintained, nurtured and supported.
- To ensure within the scope of your role that you promote health and safety and comply with the requirements set out in the Home's Health & Safety Policy and comply with guidelines for moving and handling Residents
- To actively promote the concept of Equality of Opportunity in all day to day activities
- To be aware of and comply with the Home's security procedures
- The post requires a high degree of confidentiality. The job holder will be required to meet these exacting standards at all times, whether in or outside work. Failure to comply with this requirement would be regarded as Gross Misconduct.
- To promote and deliver the highest standards of care, respect and support to residents, colleagues and others

Person Specification

Essential

- Has achieved or is willing to work towards NVQ Level 2 in Care
- Is physically fit and able to safely manoeuvre wheelchairs, trolleys and hoisting equipment.
- Has previous experience working with older people, Dementia Care or other care environment
- Ability and willingness to use initiative
- Works flexibly and as part of a team
- Good written and verbal English language and communication skills
- Customer focussed
- Computer skills – basic level

Desirable

- Full Driving Licence
- Has achieved NVQ Level 3 in Care

Areas of Competencies required for this role

Effective Communication

Ensuring communication with others is clear and effective, both verbally and in writing, and that the style and the language used is appropriate for the situation or audience.

Providing excellent care

A strong commitment to nursing the elderly and providing the highest standards of care to enable residents to allow them to live their lives as fully and independently as possible. It is about recognizing that each person is an individual and adapting one's own approach accordingly.

Personal qualities - professionalism, resilience and self-awareness

Acting in a professional manner and showing determination, drive and commitment at all times and particularly when faced with challenges and setbacks. It is about being aware of one's strengths and limitations and actively seeking and making use of opportunities for development.

Leading and getting the best from others

Leads by example and has high expectations of others and what they can achieve; recognises and acknowledges the strengths of people in their team and shares their own knowledge and skills in order to develop them further. Challenges poor practice and performance issues in a timely and constructive manner.

Effective team working

Treating others with respect and working in a collaborative and cooperative manner building positive and effective relationships at all levels.

Organisational skills

Developing a logical approach to work, evaluating situations carefully and thinking ahead to anticipate problems and deal with them effectively.

The Charity reserves the right to update and amend this job description to ensure it accurately reflects the role. This will be agreed in consultation with the job holder and where possible the Charity would hope to achieve mutual agreement to any reasonable changes.