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| **Beehive Care Group** | **JOB DESCRIPTION** |
| **Job Title** | Care Assistant |
| **Unit** | Care Home |
| **Responsible To** | Senior Care Assistant |
| **Responsible For** | - |
| **Salary** | Mon- Fri £12.25 per hour, Weekends £13.25 per hour |
| **Hours of Work** | Average hours per week |
| **Role Category** | Frontline worker |

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| **Job Requirements** | |
| **Essential** | * The ability to communicate well in the English language * The ability to work with empathy and dignity at all times * The ability to present clear and accurate records * Satisfactory DBS check |
| **Desirable** | * Previous experience of a care environment * Experience of providing and assisting in personal care * Qualification in care |

# Job Purpose

To meet the individual needs of residents living in the care home by working under the direction of the Senior Care Assistant to provide care with compassion and dignity at all times

To assist implementing and developing care plans for residents that meet their personal and social care needs that reflect their choice as an individual while upholding dignity and respect and independence.

To promote in a positive and professional manner the image of Beehive Care Group

**Main Duties**

* To help residents who need assistance with dressing, undressing, bathing and the toilet.

* To help care for residents who are temporarily unwell with both chronic and acute conditions, and needing high levels of care under the supervision of Senior staff member.
* To help care for residents who are dying.
* To help in the promotion of mental and physical activity of residents through talking to them, taking them out, involving them in activities such as reading, writing, hobbies & recreations.
* To make and change beds, tidy rooms, etc. empty commodes and undertake some domestic duties as required.
* To work as part of a team to provide a laundry service to residents for example, collecting dirty clothes from resident’s rooms, washing, drying and ironing the clothes and returning to their room
* To set tables and trays, serve meals, assist residents that need help with eating, wash up, tidy and clear the dining room as required.
* To answer call bells, the front door, telephone and to greet visitors.
* To work within the context of Beehive Care Groups policies and procedures at all times.
* To make verbal and written reports in the context of care planning, handovers and other meetings as required.
* To attend training sessions, meetings, seminars, etc. as required including registering & working towards a QCF.
* To be a role model for all staff in good care practice and communication with residents and colleagues.

**Health and Safety**

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

1. Take reasonable care of yourself and others at work
2. Co-operate with Beehive Care Group to ensure the laws relating to health and safety are not broken.
3. Report any problems or concerns about health and safety to the Site Manager, Chief Executive Officer or a member of the Board of Trustees.

**Equal Opportunities**

Beehive Care Group is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

**Scope of Job Description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

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| **Signature** |  |
| **Name** |  |
| **Date** |  |

**ABBEYFIELD FERRING SOCIETY ROLES SPECIFICATION**

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| **Leadership Levels** | |
| **Frontline Worker** | Applies to all staff without a direct supervisory or management responsibility working directly with or for the users of our services or within a support function. For example housekeeping assistant, care workers, support workers and administrators |
| **Frontline Leadership** | Applies to all staff with a supervisory responsibility working directly with or for the users of our services or work without direct supervision within a support function. For example, senior care assistants, senior support workers, head cook, deputy managers |
| **Operational Leadership** | Applies to all staff with direct line management responsibility for a service, a defined group of staff and/or for a support function. For example registered managers, service managers, office managers. |
| **Strategic Leadership** | Applies to all senior managers with responsibility for the strategic direction and operational management of Beehive Care Group. For example, Chief Executive Officer and Trustees |