Care Assistant

ROLE PROFILE

Incorporates

Section 1 **Post Descriptor**

Section 2 **Person Specification**

SECTION 1: POST DESCRIPTOR

1. POST DETAILS	
Post Title: Care Assistant	
Service Area: HSCP	**Section:** Residential Care Homes
Reports to: Care Coordinator	**Grade: 4**
Position Number: SW2511	**Gauge Reference*:*** A7288

2. ROLE PURPOSE

To provide practical support and help to residents associated with daily living activities, which includes emotional, cognitive, physical needs. You must have flexibility and the skills to respond to the changing needs of residents. You will provide personal care and support to residents as directed by senior staff. You will help to maintain a homely, person centred environment for individuals and groups of residents consistent with their needs through the provision of a range of duties including personal care and meaningful activities.

To support residents to maintain their independence and assist them to carry out daily life tasks.

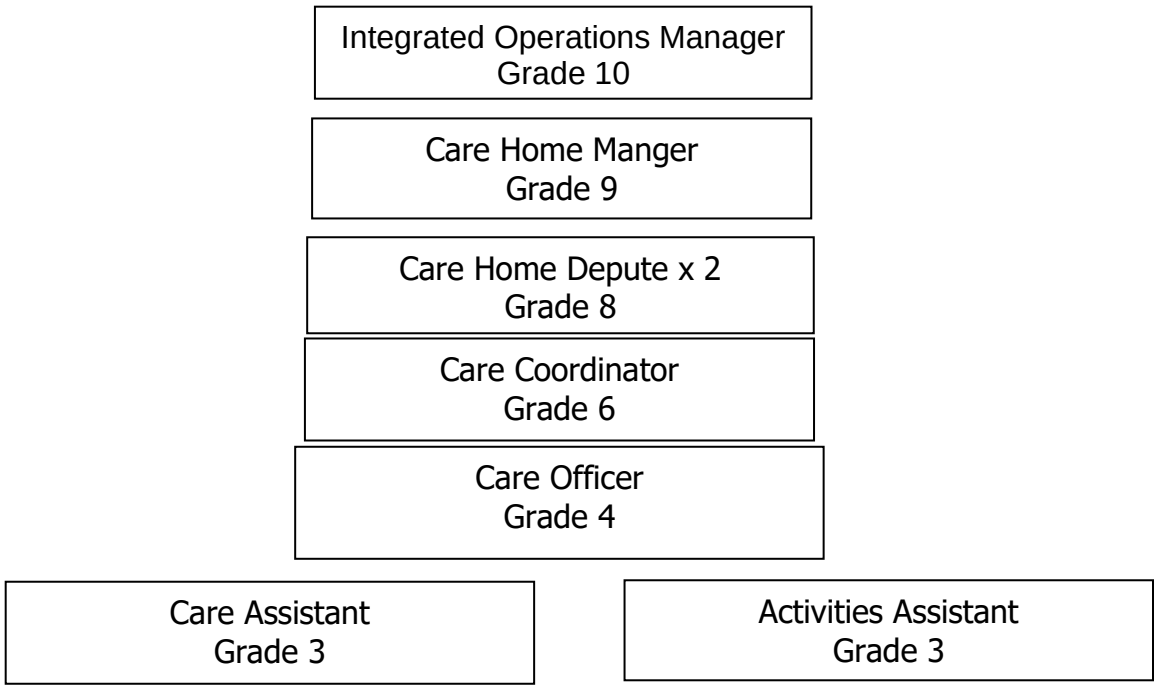
3. DIMENSIONS and SCOPE OF ROLE
(including budgetary and staffing responsibilities)

Budget: To have knowledge of financial procedures and council policy. Implementing the policy in line with cash handling and recording as required.

Staffing Direct: The post holder will have no direct responsibility for staff.

Staffing Indirect: To work in collaboration with all staff within the HSCP as required.

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF SERVICE AREA/SECTION

The role of the Residential, Day Care and Respite Services is to support, care for and protect older people by providing services designed to promote the dignity, safety and independence of the older people who use our services.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- To support residents to live an individual lifestyle while promoting choice, dignity, privacy and independence in accordance with person centred care plans.
- To assist residents with personal hygiene and maintaining appearance, including dressing/undressing, bathing/showering, eating, drinking, oral care and continence, including catheter and stoma care.
- To assist residents with mobility as determined in their care plan.
- To assist residents to participate in meaningful activities.
- Assist/supervise residents with the safe use of equipment including hoists etc.
- To assist in the washing up of crockery and kitchen equipment.
- To undertake basic food preparation and assist with laying and clearing of tables and serving food.
- To support residents to maintain a degree of independence and support daily living activities e.g. assist residents with their laundry, gardening and other daily activities.
- To support residents with stressed and distressed behaviour including the completion of behaviour charts.
- To support residents who require 24 hour oxygen therapy.

- To support residents with catheter and stoma care.
- Maintain a clean and safe environment for the residents.
- To adhere to the medication policy and procedures as directed by the Care Coordinator.
- Providing level 1 support to residents in regards to the management of reminding or prompting medication and applying prescribed creams and eye drops
- Carry out tasks on a daily basis consistent with National Care Standards for Residential Care (Older People), Codes of Conduct and Council Policies and Procedures.
- To undertake training and qualifications where a requirement has been identified and to meet registration requirements (SVQ2)
- To attend and participate in regular supervision/PDP sessions.
- Maintenance of professional registration as required by SSSC or relevant registered body.
- To implement council financial procedures as directed by management.
- Contribute to care coordination through daily recordings and communication with Care Coordinators, other professional and relatives.

7. PROBLEM SOLVING

The post holder will be expected to be able to give advice and practical help on daily living activities. You will liaise with the Care Coordinator.

8. PLANNING

The post holder will be required to be able to prioritise and organise duties as directed by Care Coordinator.
The post holder will contribute to the day to day running of the care home.

9. ASSIGNMENT AND REVIEW OF WORK

The post holder reports to the Care Coordinator who will manage the day to day assignment of work.

Annual objectives will be agreed with the Care Coordinator as part of a personal development planning process.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Both written and verbal communications are key skills required for this post. The post holder will require developing good internal and external relationships with a range of stakeholders.

The post holder will use the multi-medium approach to communication to encourage clients to express themselves.

Internal communications and working relationships:
Residents, Relatives, colleagues and other WDC staff

External communications and working relationships:
GP'S, District Nurses and other relevant groups.

11. DECISION MAKING

The post holder should be able to use their own initiative within the role but would be expected to be able to recognise when to seek advice and authority on key issues and decisions.

12. MOST CHALLENGING PART OF THE ROLE

Multi tasking and staying organised under pressure ensuring all tasks are carried out in a timely manner.

The post holder will be required to deal with a range of issues, some which may be confidential, difficult or sensitive.

13. GENERAL

Disclosure/PVG membership: Adults

Politically Restricted Post: N/A

General:
The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available, including any mandatory courses and timescales for these to be completed. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;

Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Listed below are the training requirements which must be completed in order to undertake this position, with timescales where appropriate. Noting this is in addition to generic WDC training listed above.

Mandatory

- *Moving & Assisting*
- *Public Protection*
- *Fire Safety*
- *Dementia Excellence Informed Level*
- *Dementia Excellence Skilled Level*
- *Management of falls and fractures in care homes*
- *Infection Control*
- *Palliative Care*
- *MUST – Step 5*
- *I Care daily Recordings, including Behavioural charts.*
- *Catheter Care & UTI, Recognising Sepsis*
- *Bowel & Stoma Care*
- *Skin & Pressure Area Care, Caring for Smiles (Oral Health)*

Additional

- *Footcare*
- *Food Hygiene*

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
SVQ in Social Services and Healthcare at SCQF Level 6 or SVQ 2 Health and Social Care OR willing to undertake in post within 3 months.	
SSSC Registration (or be able to register within 6 months)	
Training	
Moving and Assisting	
Adult Support and Protection	
Fire Safety	
Dementia Excellence Framework	
Experience	
	Previous experience in a residential, nursing, day care or any care setting.
	Experience of undertaking meaningful activities with older people.
Knowledge and Skill	
Ability to care for clients with a wide range of complex needs	
Ability to maintain relevant clear concise client care documents	
Ability to communicate effectively with residents, relatives and colleagues.	
Effective literacy and numeracy skills.	
Tact and diplomacy.	
Sensitive and empathetic.	
Trust and integrity.	
Ability to work as part of a team.	
Flexible and adaptable.	
Reliable, trustworthy and able to maintain confidentiality.	
Disposition	
Good interpersonal skills	
Flexible and adaptable	
Well mannered, pleasant and presentable	
Must be able to work a shift pattern which includes weekends	
Must adhere to Dress Code policy	
Must be able to attend and participate in staff meetings and training as required	
Ability to approach and deal with residents in a caring positive manner	
Ability to work in a way which is non-discriminatory and respect residents rights and choices	