

JOB TITLE: Health Care Assistant  
REPORTING TO: Team Leader/Nurse in Charge  
RESPONSIBLE TO: The Home Manager

**JOB PURPOSE:**

- The Care Assistants in conjunction with the Manager and Senior staff are responsible for ensuring the home runs in such a way that the Residents physical and mental state are kept at their optimum and that they are as happy as possible.
- To assist and enable residents to look after their physical, psychological and emotional needs, to help with bathing, toileting, eating meals, to encourage stimulation and help promote the quality of the life for all residents.
- To maintain a safe and secure environment for residents, staff members and visitors.
- Complete all Daily Care Records on CMS and other relevant documentation.

**SKILLS, KNOWLEDGE & QUALIFICATIONS****Required:**

- Genuine interest in and experience of working with the elderly, the frail and those with a dementia.
- Ability to communicate effectively at all levels with dignity and respect.
- Capable to work effectively as part of a team.
- Willingness to participate in Training Programmes and attend Staff meetings.
- Up to date knowledge of care legislation & minimum standards.
- Satisfactory DBS checks.

**Desirable:**

- NVQ2 or Care Certificate.
- Experience in supporting elderly, frail & people with learning disability.
- Good knowledge of Dementia.

**MAIN RESPONSIBILITIES****Care:**

- Promote resident independence at all times.
- Ensure resident choice and engagement is fundamental in all aspects of care delivery.
- Ensure the highest possible levels of care are maintained by supporting and assisting residents with all aspects of daily living.
- Ensure all documentation is reflective of residents' current needs, completed, updated and reviewed as per their personal care plan.
- Assist Residents in all aspects of their care needs (e.g., physical, emotional and spiritual). Provide supervision and attention when needed, ensuring residents retain their comfort, independence and dignity.
- Pay particular attention to assisting Residents who have limited mobility, or physical difficulties, making the best use of aids provided.
- Closely monitor Residents who are ill, may be confused and/or who have behavioural problems.
- Ensure documentation is completed accurately and in a timely manner.

- Ensure all Residents who need help during mealtimes (awareness of swallowing difficulties, dietary requirements etc) are assisted in a timely manner.
- Assist with serving of food and drinks as requested / required.
- Ensure anyone not eating or drinking the recommended amounts are reported to the nurse in charge asap.
- Ensure residents who have restricted/enhanced diets receive the correct diet.
- Ensure all residents are offered AND receive choice with meals.
- Ensure all staff adhere to the correct moving and handling procedures for all residents at all times.
- Ensure all handling equipment used is the equipment stated in the moving and handling assessment.
- Ensure all equipment is used correctly at all times.
- Ensure all wheelchairs are used correctly, are named, have the correct pressure cushions in place as necessary and are in full working order –with lap belts, footplates, brakes checked regularly.
- Ensure turning schedules for residents are understood, delivered and recorded in a timely manner.
- Assist in the promotion of continence. Manage the continence programmes of residents when on shift.
- Assist in the delivery of care for Residents who are dying or who have a progressive illness.
- Ensure full privacy and dignity is maintained for all residents, in line with Hill House Nursing Home Ltd policies and procedures
- Complete daily records as instructed and in line with the Hill House Nursing Home Ltd policies and procedures.
- Assist in the framework of social activities by interacting with Residents and helping them continue with hobbies and interests in Hill House Nursing Home Ltd.
- Answer Nurse Call system, giving assistance as required. Answer the telephone appropriately. Respond accordingly and pass on messages promptly.
- Report on the well-being of Residents and pass on relevant information to the nurse in charge when necessary
- Make Visitors feel welcome. Arrange refreshments/assistance as and when required.
- Make and change beds, ensuring that rooms are clean and tidy, and commodes are empty, in line with Hill House Nursing Home Ltd disposal of waste policy. Ensure Hill House Nursing Home Ltd resources are used appropriately.
- Clean and maintain equipment used by Residents / Relatives e.g. wheelchairs, hearing aids, spectacles etc. Ensure Hill House Nursing Home Ltd is kept clean and tidy, in line with Hill House Nursing Home Ltd attention to detail philosophy. Ensure all residents have the correct aids in place to maintain their dignity, safety and to allow them maximum independence
- Ensure care is given to Residents' clothing - ensuring that all clothing is recorded on an inventory on admission and on-going and all new clothing is clearly marked.
- Escort Residents travelling to and from (the care home) Hill House Nursing Home Ltd e.g. on social outings, hospital visits etc.

**Supervision:**

- Support and follow the direction of the team leaders/nurse in charge and follow instructions given
- Complete supervisions with your line manager quarterly and an annual appraisal.

**Training and Development:**

- Maintain professional knowledge and competence.
- Attend scheduled meetings and training
- Complete mandatory training and attend specific training days/courses, on or off site, as and when required.

**Health & Safety:**

- Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
- Understand, and ensure the implementation of, Hill House Nursing Home Ltd's Health & Safety policy, Emergency and Fire procedures.
- Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard and write it in the maintenance log on reception.
- Promote safe working practice within Hill House Nursing Home Ltd.

**ADDITIONAL CARE RESPONSIBILITIES:**

- Carry out regular checks on Residents at intervals determined by the individual care plan.
- Ensure all residents have access to fluid at all times
- Ensure residents meal choice is recorded and passed to the chef in a timely manner
- Ensure all residents have access to a call bell at all times
- Ensure a rising and retiring time is recorded for each resident
- Ensure all residents, particularly those who stay in their bedroom, have been asked if they would like their TV, radio or CD player on and ensure this is recorded.
- Ensure all bedrooms are presented as clean, fresh and tidy at all times.
- Encourage and participate in resident engagement

**GENERAL:**

- Understand and apply the principles of GDPR confidentiality and dignity all times, ensuring information is not shared or divulged with anyone not authorised to receive it.
- To work in accordance with the company's code of practice and all current relevant legislation.
- Ensure the service provision is anti-discriminatory and culturally sensitive responding to individual needs, with regard to race, religion, culture, language, gender, sexual orientation, age and disability.
- To actively market the company's and promote a positive, personal & professional profile, ensuring the good reputation of the organisation at all times.
- To display a commitment is made to equal opportunities in the organisation
- Promote and ensure the good reputation of the company.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Ensure the security of Hill House Nursing Home Ltd is maintained at all times.
- Adhere to all Company policies and procedures within the defined timescales.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

**Creation and authorisation:**

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Hill House Nursing Home Ltd reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Please note that you share with Hill House Nursing Home Ltd the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Employee :	Date:
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