

# **Job Description**

**Position:** Care Assistant

**Responsible To:** Manager and Director of Services

## **Purpose of Position**

- To enable and/or assist individuals to remain in the community, to be supported and maintained safely in their own homes and thereby enhance the quality of life.
- Encouraging your service user's individuality and independence.
- Helping your service user to maintain relationships with neighbours, the neighbourhood and familiar activities and surroundings, providing social contact, especially for service users who live alone.
- Assisting other care workers and professionals to provide care for your service user.
- Being the face of 'care in the community' and acting as our representative.

## **Principle Responsibilities**

1. To visit nominated Service Users, at times directed by the Care Co-ordinators and management.

To be particularly vigilant for signs of distress or anxiety in Service Users; any deterioration in physical and/or mental health, or safety of the environment, and to report these as a matter of urgency to your manager or co-ordinator in her absence.

To carry out all tasks in a way that demonstrates respect for the privacy, dignity and value of all users, irrespective of severity or disability or personal circumstances.

To summon appropriate assistance in an emergency. All actions should sustain, support and enhance the independence of Service Users, as specified in their care plan.

2. Personal Care (only where specified on the care plan and subject to appropriate review):

Assist Service Users in/out of bed, chairs, etc., using agreed procedures. Assist Service Users in turning to relieve pressure areas.

Assist Service User in (UN) dressing, care of aids and personal equipment (hearing aids, glasses, dentures, prosthesis, etc.)

Assist Service Users in all aspects of personal hygiene, i.e. washing, shaving, showering etc.

Assist Service Users in feeding.

Assist Service Users to access toilet facilities, emptying commodes and disposal of incontinence materials, using agreed health and safety procedures.

Encourage Service Users to maximise their own abilities and skills.

3. Domestic

Where directed, maintain cleanliness of Service Users home, to meet with health and safety requirements.

Light fires or operate other sources of warmth.

Where appropriate home facilities are available, lauder and iron clothes and/or bed linen.

Undertake essential shopping, payment of bills.

Where directed prepare or reheat meals provided and/or demonstrate to service user.

4. Social

Actively encourage Service Users, according to their capabilities, to

participate in all aspects of daily living activities.

Develop and maintain personal contact with the Service User through talking and listening.

Provide support as part of a caring team, liaising with informal carers, other agencies or professionals as necessary.

#### 5. Collaboration with Other Agencies

Assist the management to maintain good working relationships with other personnel involved in the care of the Service User, i.e. Community Nurses, Social Workers, GP's, etc., as part of a caring team.

#### 6. General Duties

As required maintain accurate, legible, record and submit them on a regular basis to the manager.

Maintain confidentiality at all times.

Advise Service Users of the complaints procedures (where appropriate)

Participate in all mandatory training courses, including SVQ 2 in Social Services and Health Care.

Comply with legal requirements The SSSC Codes of Practice; National Care Standards; Health and Safety at Work Act 1974; The Adult Support and Protection (Scotland) Act 2007 etc.

Participate in meeting as appropriate and attend regular supervision sessions.

Any other duties reasonably falling within the scope of the post.

Be committed and promote 121 Care at Home Ltd Equal Opportunity and Anti Discriminatory Policies and Procedures in relation to both service provision and employment issues.

#### 7. Decision Making Authority

To be responsible for any day to day decisions within the confines of the duties allocated and Job Description.

### **Qualification and Experience**

#### **Desirable:**

SVQ Level 2 Social Services and Health Care  
Have an understanding of the relevant Health and Safety Legislation for Movement and Handling.

#### **Essential:**

Complete at least an SVQ Level 2 in Social Services and Health Care if not already qualified.  
Understand the effects of ageing, disability, incapacity and illness and the effects these can have on a Service Users' well -being.

### **Special Conditions**

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#### **Criminal Record Bureau Disclosures**

The post will result in you having substantial contact with the elderly, sick or disabled. 121 Care at Home Ltd, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will be subject to a Criminal Records Bureau Disclosure.