

FORDER LANE HOUSE

JOB DESCRIPTION

Job Title: Care Assistant / Day staff /night wake

Responsible For: N/A

Responsible to: Care Management Team

Purpose:

To provide resident's with appropriate care and support to promote individual choice, privacy and dignity, enabling residents where possible to lead an independent life style.

Main Functions of Role:

1. To provide all levels of personal care as required by each resident and in accordance with their individual care plan
2. Follow procedures in the administering and recording of medication when on shift
3. To promote a friendly and positive atmosphere at all times to residents, visitors and other staff members.
4. To respond to all call bells and take appropriate action. Complete daily records.
5. To assist resident's with menu choice and also at mealtimes ensuring resident's have sufficient nourishment.
6. To adhere to care plans and risk assessments
7. To work as part of a team support each other.
8. To undertake all identified training to meet minimum NVQ requirements and any other authorised training required via one to one sessions and appraisals.
9. Participate in all mandatory training and staff meetings as required.
10. To promote and enable resident's to enjoy and participate in social activities.
11. Ensure resident's personal clothing is clearly labelled, laundered appropriately and returned to the correct resident. Clothing must be ironed.
12. Change bedding on scheduled as required
13. Assist resident's to maintain a safe risk free environment.
14. To promote and enable residents to make choices and keep their independence in all aspects of daily living.
15. Report to Line Management any defects or risks that might affect residents, visitors or staff.
16. To ensure compliance with the Association's obligations in respect of the law, registration, regulation, policy, procedure, Health and Safety and equality of Opportunity, and to bring any areas of concern to the attention of your Line Manager.
17. To undertake any other duties as may be required consistent with the responsibility of the post.