

## Emerald Care Ltd

### **Job Description** **Care Assistant**

<b>Job Title;</b>	Care Assistant
<b>Salary;</b>	Varies depending upon qualifications
<b>Location;</b>	Amber House ,11 Moseley Avenue , Coventry
<b>Responsible to;</b>	Home's Manager

### **Job Purpose**

Care assistants at Emerald Care Ltd are members of a caring team whose purpose is to assist people with a dementia related condition to live life to their fullest potential. Care assistants are expected to enable, encourage and support people in their decisions and choices even if at times these may seem unwise, whilst also trying to protect them from harm. At all times a sensitive and understanding approach should be demonstrated in assisting and supporting individual residents in all aspects of their care over a 24 hour period in a way that maintains their dignity at all times.

### **Duties and Responsibilities**

#### **Completion of Care Certificate required within three months of commencement of employment**

The post holder will assist the manager in meeting each individual resident's identified daily living and personal care needs. This includes enabling residents to participate in meaningful activity whilst maximising quality of life.

Care assistants will also be involved in the day to day running of the home which means helping with domestic and kitchen tasks as required. At all opportunities residents should be actively encouraged to assist with these tasks enabling them to lead a fulfilling life within the home.

Assist the home manager in providing a safe and therapeutic environment and be involved in a range of activities dependent upon individual needs and choices.

To communicate in an effective manner that is adapted to suit individual residents needs as identified in their care plans. Also to communicate effectively with team members in a verbal and written format to ensure information is passed over . And recorded in a manner that ensures continuity of service .

Care assistants will be required to escort residents to appointments as identified by the homes manager, or for emergency treatment in the absence of the manager or family member. On these occasions the home should be left with suitable staffing

levels to maintain a safe environment for the remaining residents.

The post holder will be actively encouraged by the homes manager to participate in the care planning and review process for individual residents.

On occasion care assistants may need to handle small amounts of petty cash and residents personal monies in line with the company finance procedure.

All staff are required to attend mandatory training as and when identified by the homes manager and other training sessions thought to be necessary for the individual team member to fulfil their role appropriately.

Care assistants are expected to assist the homes manager and other professionals in carrying out a variety of planned interventions. They must also be able to respond to unexpected events or behaviors in a safe and recognized way in line with the home's policy and mandatory requirements, at all times maintaining resident welfare.

The post holder will be expected to monitor, report and record changes to resident's behavior and physical wellbeing . They must also be able to report injuries, accidents and any incident that occurs within the home.

Care assistants, after appropriate training will be expected to assist with the palliative care of an individual nearing the end of their life, in a sensitive way that affords the person dignity and respect at all times.

All staff are expected to attend planned supervision sessions and staff meetings at least six times per year.

Staff must be willing to participate in an annual review of their performance.

Complete confidentiality is expected in all aspects of the job.

To be part of a team that is supportive of each other, this includes assisting new staff members as and when deemed appropriate by the homes manager. Also to work in a flexible manner that ensure appropriate staffing levels at all times. Care assistants must be able to work for periods of time without the direct supervision of a manager being in the building.

To contact the on call manager as necessary and in line with the company policy.

Be accountable for own practice and take responsibility for maintaining and improving own knowledge and skills. This will include a willingness to participate in the diplomas for health and social care level 2/ 3 .

This job description is a summary of the main responsibilities of the job and not an exhaustive list of duties or tasks. The care assistants role may be reviewed from time to time in line with legal requirements or changes within the company. Any such changes will be discussed through supervision with individual team members.