

BARNLEE RESIDENTIAL HOME

Care Assistant

Responsible to: Senior Care Assistant

Accountable to: Head of Home

Deputy Head of Home

Location will be determined on appointment. Please note that staff may be subject to transfer between locations according to Residents needs.

Purpose of Position:

- 1. To: share with other staff in meeting the personal needs of service users, in a way that is central to their dignity, respect, choice, privacy and rights as an individual; promoting their independence, equality and diversity in an holistic manner.**
- 2. To: help in the care of the service users' physical environment and in the general day to day activities in the home.**
- 3. To: contribute to an effective service in accordance with legislative requirements, organisational policies, procedures and objectives.**

Principal Responsibilities:

- 1. To assist service users who need help with day to day activities of daily living.**
- 2. To help promote a homely atmosphere, that encourages the service users to be as independent as possible.**
- 3. Help in the provision of individual and group programmes of care.**
- 4. Participate in involving service users in recreational and social activities both within the home and in the wider community.**
- 5. Help (and assist service users where possible) to make and change beds, tidy rooms and do light housework.**
- 6. To participate and assist service users in cooking, shopping, gardening, laundry, ironing**
- 7. Assist in the provision of the highest possible standards with regard to quality of life and a homely environment, including supporting those service users who represent a challenge to the service**
- 8. To encourage and assist service users to look after their own finances insofar as is possible.**
- 9. To encourage service users to make informed choices and have new experiences within an agreed plan of risk taking.**
- 10. To prepare and serve beverages and meals and help wash up and clear kitchen and dining areas.**
- 11. Assist service users to access and receive appropriate health care.**

12. Administer medication after having received training in this.
13. Act as key worker for designated service users.
14. Read and write reports, contribute to the maintenance of records, take part in staff and service users meetings and in training activities as directed.
15. Answer call system, door and telephone and greet visitors.
16. Report and record accidents, incidents and complaints.
17. Participate in rota system within the "home", undertake day and waking night duty, sleep- in duty and out of hours on call systems as required.
18. Work within the framework of a staff rota based around the service users' needs and the requirements of the organisation.
19. To undertake all mandatory and other in service and external training as requested by the Management.
20. To register with the Northern Ireland Social Care Council or other regulatory professional bodies.
21. Ensure that policies and procedures are adhered to in respect of:
 - (a) Health and Safety regulations
 - (b) Fire prevention
 - (c) Infection control
 - (d) Confidentiality
22. In the absence of a senior member of staff to be the responsible person on duty.
23. Assist service users to have access to information in a format that meets their needs that will promote their welfare e.g. complaints procedure, advocacy services, counselling.
24. Ensure that the delivery of service is underpinned by a commitment to equality and opportunity for both service users and Staff.
25. Other duties as directed by the Head of Home may be required to meet changing needs.

You should note that under Health and Safety at work legislation, you are required to take all reasonable steps while at work to ensure your own Health and Safety and the Health and Safety of those who may be affected by your acts and omissions at work. You are also required to co-operate fully with regard to the implementation of Health and Safety arrangements and you should not interfere or misuse anything provided in the interests of Health and Safety or Welfare at work.

Job Descriptions are reviewed annually by Management and may change subject to the needs of the service.

Friendship And Caring Trust (F.A.C.T) is an Equal Opportunities Employer.

Issue Date: Mar 2011

Review Date: Mar 2013

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JOB SPECIFICATION

CARE ASSISTANT

Indicated below are areas of special consideration in terms of working conditions in the job:

Travel:

Requirement to travel in order to:

Visit families.

Attend training courses

Bus outings and social events.

UNSOCIAL HOURS:

You will be required to work shifts including weekends

You will be required to work waking night shifts and sleep-in duties.

PRESSURES INHERENT IN JOB:

Dealing with; crisis situations experienced by families

Dealing with; people who are challenged with learning disabilities, many of whom have no speech and are limited in their ability to communicate their feelings

Dealing with; Residents who may present challenging behaviours.

OTHER SIGNIFICANT FACTORS

Good organizational skills plus patience and empathy are essential to enable the job holder to effectively work with people with learning disabilities and their carer' and to motivate staff and volunteers in providing a safe environment within which service users may strive to develop their full potential.

Issue Date: 3rd March 2012

Review Date: 3rd March 2013