

Job Description

Health Care Assistant

Reports to: Registered Manager

Work Pattern: Shift work including evenings, weekends and nights

About us

Friends of the Elderly is a charity dedicated to supporting older people. We aspire to a society where all older people are treated with respect and have the opportunity to live fulfilled lives.

Our care homes provide high quality residential, nursing and dementia care. We also support older people in their own home with a range of services, along with day care services, befriending and small grants. We believe no older person should be lonely and should have opportunities to engage with their community.

1. Main purpose of the job

- You'll provide a high standard of personal care to each and every resident.
- You'll help our residents maintain their independence, choice and dignity so that they can lead full and active lives.

2. Working partnerships

- **Internal:** Residents, Colleagues, Support Group Staff, Head Office Staff.
- **External:** Relatives, Workmen, Service Personnel, GPs, Nurses, Visitors.

3. Key objectives

- You'll make sure that each resident's physical needs are met.
- You'll help residents to fulfil their social needs.
- You'll work as part of a team.
- You'll be aware of security at all times.
- You'll undertake any reasonable request that facilitates a resident's choice, dignity and respect.
- You'll administer medication in line with our policies.

4. Related tasks

- You'll carry out all care procedures needed.
- You'll help residents with their personal hygiene and dressing.

- You'll take care of residents' rooms, clothing and laundry.
- You'll help residents with their social activities and hobbies.
- You'll provide written reports and take part in shift handovers.
- You'll report and record any accident, loss or complaint.
- You'll help residents with their meals.
- You'll go with residents to other venues when needed.
- You'll help make sure that we always offer high standards of care.
- You'll attend staff meetings.
- You'll perform any other duties, as needed, in your competence area.

5. Person specification

Essential	Desirable
Qualifications Required: Good standard of education.	NVQ level 2
Experience Required: Not essential as training will be given.	Care of older people.
Knowledge and Skills Required: <ul style="list-style-type: none"> • Communication - verbal listening questioning written • Interpersonal. • Caring. • Teamwork. 	Knowledge of the main issues facing older people.
Personal Attributes: <ul style="list-style-type: none"> • Sensitivity to the needs of older people. • Self-motivation. • Empathy. • Flexibility. • Approachability. • Reliability. • Ability to use initiative. • Understanding of and commitment to equality of opportunity. 	

6. Health and safety

- You'll follow Health & Safety policies and be aware of safety hazards in our services. You'll follow risk assessment procedures and safe systems of work, plus manual handling and lifting procedures.
- You'll report all accidents and incidents promptly and make any changes needed.
- You'll regularly assess, review and monitor safety in your service.
- You'll make sure that equipment is always clean and safe.

- You'll report any issues.
- You'll make sure that our service users' property is always safe and secure.

7. Policies & procedures

- To be familiar with and comply with the charity's policies and procedures.

8. Supervision & appraisal

- To attend regular supervisions with your line manager and participate in the annual appraisal scheme.

9. Learning & development

- To undertake statutory and mandatory training to meet the requirements of current legislation and attend appropriate training courses to enhance personal and professional knowledge and skills.

10. Confidentiality

- Privacy is very important to us, so you'll respect the confidentiality of our service users, your team and the charity, plus members of the public. You'll make sure that all confidential documents are stored correctly and securely.

11. Safeguarding

- Our service users are everything to us, so you'll make sure that they're protected from abuse and neglect. You'll follow our Safeguarding Procedure and, if you see or suspect abuse, report it straight away.

12. Equal opportunities statement

- We are committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Please note that the duties and requirements in this job description may change as the needs of our services users change. They may also change to align with future policies.