**Care Assistant**

Reports to: Senior Care Assistant

Revised: September 2021

Direct reports: None

*MAIN PURPOSE OF JOB*

The Care Assistant is responsible for delivering high quality care under the direction of nurses and senior care assistants, and in accordance with individual care plans. They will provide assistance and support with guest activities and social care requirements to promote positive outcomes for guest health and wellbeing as well as promote and safeguard the welfare of Leuchie guests.

They will assist in the care of guests, including day respite guests when required, and provide support for guest family members and contribute towards the friendly and pleasant atmosphere enjoyed by guests and visitors.

*MAIN DUTIES AND KEY RESPONSIBILITIES*

To include but not limited to:

**Care**

* Carry out procedures and assist guests with all aspects of daily living, including personal needs and nutrition as appropriate.
* Respond to call bells, reporting condition of guest to nursing staff when necessary.
* Take part and contribute to shift handover reports.
* Evidence delivery of care, and any changes, through appropriate documentation, e.g. individual care plans recorded via PCS device (Person Centred Software), body maps, signed documentation.
* Sensitively support the emotional, pastoral and spiritual needs of staff, guests, visitors and their relatives and provide support and guidance as appropriate.
* Work to promote equality, independence and freedom of choice for guests, visitors and anyone associated to Leuchie House by respecting privacy and personal dignity.
* In consultation with guests, discuss any variation to personal care routine.
* When out on day trips, making decisions regarding care needs of guests.

**Organisation**

* Assist with arrivals and departures of guests, including packing and unpacking, ensuring a welcoming atmosphere.
* Assist with social activities and care plans for each guest.
* Participate in outings, in-house entertainment, external health care appointments, and activities with guests to promote positive outcomes for guest health and wellbeing.
* To follow and perform all duties as per Leuchie House policies and procedures.

**Management**

* Assist guests with their money accurately and as directed.

**Health & Safety**

* All work duties are to be performed and delivered following Leuchie House Health & Safety practices and in compliance with emergency, hygiene and COSHH procedures.
* Report any accidents, incidents or hazards as outlined in Leuchie House procedures.
* Safe lifting and use of manual handling equipment.

**General**

* Respect confidentiality in all areas relating to Leuchie House.
* Participate proactively in staff meetings, including support and supervision meetings.
* Participate in training to maintain professional development and in line with SSSC requirements and own practice.
* Any other duties that may be reasonably required.

*PERSON SPECIFICATION*

**Qualifications**

* SVQ 2 certificate in Health & Social Care or willing to work towards
* SSSC registration required immediately after start date, and then on continuous basis.

**Knowledge and Experience**

* Experience of working in a person-centred environment.

**Skills**

* Literacy and numeracy essential.
* Good communication and interpersonal skills with ability to communicate with a variety of people.
* Good organisational abilities and team working skills.

**Personal characteristics / attributes**

* Demonstrates positive, professional, caring attitude and understanding of guest needs.
* Commitment to Leuchie’s vision and values.
* Ability to work unsupervised and to use initiative.
* Accountable, delivering high quality standards and service for Leuchie House on a day to day basis, while remaining calm under pressure.
* Flexible approach and attitude to tasks.
* Flexible approach and attitude to in working hours to provide cover for holiday and absence.

*By accepting the job offer issued you agree to adhere to the duties and responsibilities outlined in this job description for the position of Care Assistant at Leuchie House. A copy of this job description will be held in your HR file.*