

# Care Assistant

Reports To: Line Manager  
Revision Date: July 2019  
Direct Reports: No direct Reports

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## 1 MAIN PURPOSE OF JOB:

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- 1.1 To deliver high quality care under the direction of nurses and senior care assistants, and in accordance with individual care plans.
- 1.2 Provide assistance and support with guest activities and social care requirements to promote positive outcomes for guest health and wellbeing.
- 1.3 Contribute towards the friendly and pleasant atmosphere enjoyed by guests and visitors.
- 1.4 To promote and safeguard the welfare of Leuchie guests.

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## 2 POSITION IN ORGANISATION:

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- 2.1 Assist in care of guests, including day respite guests when required, and provide support for guest family members.
- 2.2 In consultation with guests, discuss any variation to personal care routine. When out on day trips, making decisions regarding care needs of guests.
- 2.3 To follow and perform all duties as per Leuchie House policies & procedures.

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## 3 MAIN DUTIES & KEY RESPONSIBILITIES:

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### 3.1 Care

- 3.1.1 Carry out procedures and assist guests with all aspects of daily living, including personal needs and nutrition as appropriate.
- 3.1.2 Respond to call bells, reporting condition of guest to nursing staff when necessary.
- 3.1.3 Take part and contribute to shift handover reports.
- 3.1.4 Evidence delivery of care, and any changes, through appropriate documentation, e.g. individual care plans (PCS), body maps, signed documentation.
- 3.1.5 Sensitively support the emotional, pastoral and spiritual needs of staff, guests, visitors and their relatives and provide support and guidance as appropriate.
- 3.1.6 Work to promote equality, independence and freedom of choice for guests, visitors and anyone associated to Leuchie House by respecting privacy and personal dignity.

### 3.2 Organisation

- 3.2.1 Assist with arrivals and departures of guests, including packing and unpacking, ensuring a welcoming atmosphere.
- 3.2.2 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.

### 3.3 Management

- 3.3.1 Assist guests with their money accurately and as directed.

### 3.4 Health & Safety

- 3.4.1 All work duties to be performed and delivered following Leuchie House Health & Safety practices and in compliance with emergency, hygiene, COSHH procedures.

- 3.4.2 Report any accidents, incidents or hazards as outlined in Leuchie House procedures.
- 3.4.3 Safe lifting and use of manual handling equipment.

**3.5 General**

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

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**4 PERSON SPECIFICATION:**

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**4.1 Qualifications**

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

**4.2 Knowledge and Experience**

- 4.2.1 Experience of working in a person-centred environment.

**4.3 Skills**

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

**4.4 Personal characteristics / attributes**

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

*I have read and understood the duties and responsibilities outlined in this job description for the position of Care Assistant at Leuchie House.*

Employee Signature:

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Date: .....

Manager Signature:

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Date: .....