

JOB DESCRIPTION

Position:

Care Assistant

Responsible To Manager:

Care Services Manager

Purpose of position:

1. To share with other staff in meeting the personal care-needs of clients in a way that respects the dignity of the individuals and promotes independence.
2. To help in the case of the clients physical environment and in the general day to day activities of their own home.

Main Responsibilities and Duties:

- Carry out all tasks relating to the clients physical, social and emotional needs, as outlined in the clients care plan, including help with dressing/undressing, washing, bathing, shaving, dental and hair care, assistance to and from the toilet/commode and dealing with incontinence problems.
- To monitor the well being of the client, and to identify where changes may be required in the care provided. To report any changes or matters of concerns to the Team Leader.
- To prepare and cook all meals as necessary, and to feed client's when needed.
- Assist or administer medication as per care plan.
- Record information in clients contact books and complete reports regarding clients when necessary.
- To assist clients with their shopping, finances and handling their allowances where necessary.
- Attend training sessions/courses necessary to the performance of these duties.
- To complete forms, such as time sheets, as required.
- Promote the Equal Opportunities policy statement, ensuring awareness of differing ethnic, social and cultural backgrounds.
- Comply with the Health and safety and Fire regulations.
- To carry out any other duties that are reasonable within the responsibility levels of this post.
- The post holder will on occasion have access to confidential information about their clients, staff and the organization. It is a requirement that confidentiality is strictly maintained as required under our policies and procedures.

NOTE

This job description is provided to assist the post holder to know what his/her duties are. These duties may be amended or added to from time to time following consultation with the post holder. This will allow the organization to provide the best service and assist with the smooth running of the service.