

**JOB DESCRIPTION****POST:** **HEALTH CARE ASSISTANT****RESPONSIBLE TO:** Matron Manager**Job Purpose:** To ensure the highest standards of care & service are delivered to our residents, relatives & visitors in a way that respects the dignity of the individual and promotes independence.

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**Main Responsibilities:**

- Ensure the highest standard of holistic care and attention are given the residents in the home.
- Act as a key worker for a designated number of residents within the Care Home environment. Contribute to the care planning process, accurately completing all necessary records.
- Give a daily report to the person in charge at the end of each shift concerning the care delivered to your designated residents noting any changes.
- Help support and develop new and less experienced Health Care Assistants, using the buddy system.
- Maintain confidentiality of information regarding residents, visitors and staff.
- Assist in serving meals to residents particularly those who require help with feeding.
- Ensure all aspects of the environment are clean and tidy, particularly the resident's rooms and en suite facilities.
- Attend all statutory training sessions making certain that practices reflect the learning outcomes of the training. Attend any other training sessions that Colten Care deem applicable to the role.
- Participate and encourage residents to participate in recreational activities and help provide physical and mental stimulation for residents.
- Actively participate in staff meetings, communicating any concerns that have been raised whilst working with the residents or members of the team.
- Recognise the responsibilities of all staff to make new residents and new staff welcome and help to familiarise them to the home.
- Take responsibility for specific aspects of the home e.g. infection control, manual handling training.
- Be responsible for the health and safety of self, other staff, residents and visitors under the Health and Safety regulations. Report any hazards or potential hazards to the person in charge or take other appropriate action.
- Adhere to all Colten Care's policies & procedures.
- Adhere to the Whistle Blowing Policy.

Extra duties

- Actively participate in the social carer role to encourage the physical and mental stimulation of the residents who are unable to take an active part in the activities programme within the home.
- When taking responsibility for the role of the social carer make certain that brief notes are recorded in the social carer diary and it is **vital** that the social carer visits are also recorded accurately on the daily statement.
- Undertake any other duties or training consistent with the role.
- This is not an exhaustive list and may be reviewed at any time to reflect current or changing practices.

**COLTEN CARE LIMITED**

**PERSON SPECIFICATION**

**Health Care Assistant**



<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b>		
Working in a similar environment	✓	
Leading a team of staff		✓
<b>Knowledge/Qualifications:</b>		
NVQ level 2		✓
NVQ Assessor		✓
Manual handling trainer		✓
Evidence of further personal development	✓	
Literacy and numeracy skills	✓	
Train the Trainer		✓
<b>Essential skills</b>		
Effective communicator – verbal & written	✓	
Demonstrable evidence of leadership qualities (verbal or written)	✓	✓
Ability to prioritise & organise	✓	
Ability to work on own initiative	✓	
Questioning & listening skills		✓
<b>Essential qualities</b>		
Flexible approach to working	✓	
Supportive of colleagues	✓	
Reliable & Trustworthy	✓	
Understanding of confidentiality	✓	
Professional appearance	✓	