**Job Description**

**Post: Care Assistant**

**Responsible to: Registered Manager and Deputy Manager**

**Responsibilities:**

**CARE**

* Help to achieve and maintain a high standard of personal care as outlined in care plans.
* To observe and inform the Manager or her deputy of any changes in the resident’s condition and behaviour
* To be sympathetic and understanding in attending to the residents and their relative
* To participate in Activities of Daily Living of all residents
* To report accidents and incidents in accordance with the Home’s procedures
* To receive and act on all reasonable instructions of a Senior member of staff and to undertake cleaning, cooking and other duties as may be reasonably required
* To observe residents condition and respond to their needs
* To liaise with residents; families and health and social care professionals under the direction of the manager or person-in-charge
* To maintain accurate records of daily progress of all residents
* To communicate all necessary information to others including health care professionals
* To accompany residents to medical appointments as needed
* To respond to emergency situation in an appropriate manner
* To attend and contribute to staff meetings

**EDUCATIONAL**

* To attend all mandatory training courses as required
* To participate in in-service training schemes for care workers to improve and maintain personal development and competence
* To participate in implementing and maintain Quality Assurance System and policies and to familiarise with all approved procedures
* To read the information contained in the Home’s safe working procedures with regards to Health and Safety as well as other training information

**GENERAL**

* To conduct yourself in a safe and professional manner as a Care Assistant in compliance with the employers policies and procedures and the staff instruction manual and guidance book
* To work in compliance with safe working practices and in compliance with the employer’s Health and Safety Policy for the home
* To maintain confidentiality and personal and /or sensitive information of all present and past residents, staff and the employer’s business and maintain decorum so as to preserve the integrity of the work place
* To observe General Data Protection Regulations requirements and abstain from discussing any matters related to work place outside the employers premises without limiting your rights under safeguarding and whistle blowing policies
* To abstain from discussing any matters relating to the work place on social media or news media without prior written consent from the employer.

**PERSONNEL**

* To foster good relationships with colleagues and superiors
* To be aware of the procedure regarding fire, evacuation and medical emergencies
* To be aware of correct procedure to follow in cases of professional misconduct
* To participate in Fire Drills, Health and Safety and hygiene training
* To participate in continual learning and development programme as identified in personal development plan and individual training needs analysis.
* To observe all legal requirements with regard to care and in particular to observe and maintain confidentiality of all records and information relating to residents and the Home
* To adhere to the infection control policy to prevent cross infection
* To register and maintain a Disclosure Barring Certificate (Enhanced Level) and to maintain personal subscription to Disclosure barring Service.
* To register and maintain registration with Social Care Wales as a Social Care Worker when required and to abide by their Code of Professional Practice for Social Care.

**This job description is not intended to represent the full range of the job holder’s functions but serves to illustrate the major ones**.