

BRAMLEY HOUSE
JOB DESCRIPTION

Please apply online using the recruitment form at www.bramleycare.com
(quoting code 'BH Care Assistant' under position applied for)
or contact Bramley House on 01747 860192

Position: Care Assistant

Responsible To: Manager

PURPOSE OF POSITION

1. To provide personal care to the residents.
2. To carry out assigned care tasks as directed by the Manager or Deputy Managers.
3. To lend support to, and to take an interest in, the residents in order to help them to live as full and as enjoyable a life as their health permits.
4. To help with the day-to-day running of the home.
5. To promote a harmonious, helpful and friendly atmosphere.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Note The duties and responsibilities of the **night care staff** will have a different emphasis from those for the day care staff which are listed below. The night care staff duties and responsibilities will be more on a watch and care basis and they include those duties and responsibilities listed in paragraphs 8 and 13. Additionally the care assistant who heads the list of night care staff will be the one in charge of the home and the one responsible for taking over from the Deputy Manager in the evening and handing over to the Manager or Deputy Manager in the morning.

1. To carry out designated direct care tasks. This includes washing, bathing, dressing/undressing, toileting, manual handling, feeding, bed making and taking care of the residents' clothing.
2. To help residents lead a physically and mentally active life within the constraints of their health. This will involve taking an interest in them and their well being, and giving them active support and encouragement whenever it is needed or might help them. This part of the job is particularly important.
3. To observe the residents with a view to reporting accurately in the continuous care plan and reporting any changes in their health or any unusual, unpleasant or potentially dangerous occurrences to the person in charge.
4. To be aware of, and to comply with, the procedures of the home, and to fill in, accurately, neatly and as required, the various forms which are used in the home.

5. To assist with the admission and discharge of residents. This may include the recording and storage of personal possessions and valuables and the marking of clothes.
6. To assist visitors and in particular visiting relations in all ways. This means ensuring they are properly looked after and have all they want at all times during their visit. To achieve this the staff should not be afraid to approach them and ask if everything is alright and should also get to know them as well as possible. They should be invited to have meals, tea, coffee cake or biscuits etc according to the time of day.
7. To receive, record and pass on telephone and other messages accurately and promptly.
8. To assist with general duties when this is necessary. This may on occasions include some cleaning, laundry, ironing or vegetable preparation. It includes serving meals and other refreshments and the clearing away of dishes, plates, cups and glasses at meal times. **For the night staff** this also includes but only when attending to residents' needs leaves sufficient time: cleaning the lounges, the dining rooms, the communal bathrooms and toilets, the wheelchairs, and the staff rest room, coat hanging area and toilet.
9. To clean and check routinely mobility aids, to report any defects to the Deputy and ensure recorded in maintenance book and to store those which are not in use.
10. To respect all confidential matters pertaining to the residents, the staff and the home.
11. To attend training, updating events and fire precautions instruction as required and whenever possible; attendance and expenses will usually be paid.
12. To be thoroughly acquainted with the Fire Drills And Precautions, the Disciplinary Regulations and the Health And Safety At Work Policy and other relevant procedures of the home.
13. To take all steps necessary to safeguard the wellbeing and safety of the residents, visitors and all members of the staff. This includes careful compliance with fire precautions and security procedures, particularly by the night staff.
14. To maintain a high standard of personal hygiene and a neat and tidy appearance while on duty.
15. To take particular care not to cross infect the residents which could result from not washing hands after dirty infectious activity and before handling anything to do with food or drink.

This is an outline job description. It is not exclusive, and although it does indicate the main elements of the job, there may be other duties, which from time to time the care assistant may be required to undertake in order to meet the requirements of the Management of Bramley House.

This job description may be updated periodically, in which event the Care Assistant will be promptly notified and her agreement with the amendment will be sought.