Job title   Care Assistant

Responsible to   Registered Manager

Main purpose of the post

To work as part of a team in meeting and maintaining the personal care needs of residents in a way that respects the dignity of the individual and promotes independence. Assist in the care of the residents' physical environment and in the general day-to-day activities of the Home. Carry out reasonable management instruction in relation to the Home's obligations with regard to the requirements of the Regulation and Inspections of Social Care (Wales) Act 2016.

Principal duties

- Participate in the working rotas, including evenings, weekends and Bank Holidays as necessary, for the efficient provision of care for all residents in a way that respects the dignity of the individual at all times
- Represent Hafod Care Association and promote the organisation positively
- Act in accordance with Social Care Wales at all times
- Attend and participate in training and colleague development programmes, as identified by the Home Manager and in response to the Association's statutory obligations. Where training days do not correspond with shift patterns, colleagues will be expected to change shifts [with appropriate notice] to correspond with the required attendance on training course/s.
- Attend all staff meetings unless prior consent has been received from the Home Manager
- Act as Key-worker to a number of residents and be responsible for the care of those persons' rooms, clothing, emotional needs etc.
- When required to escort residents to hospital and other outside activities as necessary and under the Home Manager's direction.
- Contribute to the planning of care for individual service users and maintaining daily written reports on residents where appropriate
- Be responsible for the protection of vulnerable adults from abuse
- Encourage each service user within their capabilities to be as independent as possible and enable them to exercise informed choice taking into account any risk involved
- Assist residents who need help with personal care, e.g. washing, dressing, bathing and toileting and need help with their mobility and in the use of mobility aids and personal equipment
- Make and change beds, tidy rooms and maintain service users' clothing
- Where required, to undertake domestic tasks to assist the smooth running of the Home
- Contribute towards the development of activities for residents in which they can join in and which will enhance their quality of life
- Attend and contribute to the review of residents as directed by the Home Manager
- Set tables and trays, serve meals and assist with feeding where a resident may need help
- Respond promptly to the Home's call system
- Answer telephone calls in a courteous and professional manner, take and pass on messages to the relevant people
- To be involved in the activities and outings with residents
- Assist in the care of residents who are dying
- Co-operate with Hafod Care in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- Behave in accordance with the company's values
- Ensure compliance with Hafod's policies and procedures at all times

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Any other duties which the post holder might reasonably be expected to perform.

Night care assistant duties
- Carrying out regular checks of each resident at least every two hours, unless otherwise specified in their Care Plan
- Maintain care records and report observations
- Maintain the security of the Home at night
- Notify emergency services, on call manager or other services/personnel/next of kin, as appropriate in an emergency situation
- Provide, on request, drinks and snacks to residents

General
- To co-operate with Hafod in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's Values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Ensure compliance with Hafod's policies and procedures at all times

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

This post is subject to enhanced disclosure as provided by the disclosure and barring service, an executive agency of the home office.

Disclosure is a means for the association to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts that involve working with vulnerable people. The association will only request disclosure from those that have been offered employment

Person specification

Qualifications, knowledge and experience
- Willing to work towards NVQ Level II in Care Practice
- NVQ Level II in Care Practice*
- Experience of working in a care setting
- Caring for the elderly*

Skills and abilities
- Good literacy and numeracy skills
- Proficient verbal and written communication skills
- Ability to work without supervision
- Practical approach
- Aptitude towards learning and personal development
- Communication*
- Domestic*

Interpersonal skills
- Common sense
- Tolerance

- Understanding
- Empathetic*
- Caring*

Other requirements
- Able to work at short notice when required
- Attendance and participation at training courses relevant to the post
- Attendance and participation at all pre-arranged staff meetings (this is a statutory requirement)

*Points marked with an asterisk are desirable rather than essential

Our Behaviours Framework

Hafod is a behaviours based organisation, the ability to evidence role modelling of the following behaviours is desirable for all roles within Hafod:

- Acting as one team
- Caring and supporting
- Communicating and influencing
- Delivering results
- Engaging others
- Enabling change
- Learning and developing
- Making effective decisions

Team structure

```
┌─────────────────┐
│  Home Manager   │
└────────┬────────┘
         │
┌────────┴────────┐
│ Deputy Manager  │
└────────┬────────┘
         │
┌────────┴────────┐
│  Senior Care    │
│   Assistant     │
└────────┬────────┘
         │
┌────────┴────────┐
│  Care Assistant │
└─────────────────┘
```