

# **Penny Pot Care Home**

## **JOB DESCRIPTION —CARE ASSISTANT**

### **Job Role: Care Assistant**

**Responsible to: Manager, Senior Carer, Team Leader**

### **Purpose of position:**

To provide care at Penny Pot Care Home and to complete daily duties throughout the day to enhance the lives of the service users and meet their unique needs, ensuring that day to day events / activities are documented.

### **Principal Responsibilities**

- To assist Service Users who need help with getting up in the morning, dressing, undressing, washing, bathing and going to the toilet and to assist Service Users to wash and make comfortable for bed.
- To help Service Users with mobility and other physical disabilities including incontinence and help in use and care of aids and personal equipment.
- Take care of Service Users who are temporarily sick and need, for example, bed nursing, help with feeding etc.
- To help care for Service Users who are on palliative care (end of life)
- To help in the promotion of mental and physical activity of Service Users through talking to them and sharing with them in activities such as reading, writing, hobbies, and recreations
- To empty and clean commodes
- To assist domestic staff in keeping bedrooms clean and tidy
- To inspect Service User's clothing and to ensure that drawers and wardrobes are tidy
- To feed Service Users who need help and assist catering staff as needed.
- To answer emergency bells, doors, and the telephone and to greet visitors
- To read and write reports, making appropriate care plan entries.
- To take part in staff and Service User meeting and in training activities as directed
- To comply with the home's policies and procedures at all times.
- To report to the manager of any significant changed in the health or circumstances of a Service User
- To encourage Service Users to remain as independent as possible
- To respect the confidentiality of all matter and the requirements of the Data Protection Act
- To ensure awareness of the employee's responsibility under the Health and Safety at Work Act 1974
- To maintain accurate notes and records about each Service User on the Care Docs System and to hand over all relevant information to staff regarding the ongoing care of individual Service User
- Cover absences for night and day staff, as and when required across both Penny Pot and Marmora.
- To escort Service Users to the Hospital in the case of an emergency
- Any other duties as required

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**The Perfect candidate will have the following attributes;**

- Caring Nature
- Friendly and positive attitude
- Willing to learn and take on challenges
- Patient and understanding
- Honest and trustworthy
- Have a genuine interest within the Care Sector
- Flexible approach to work
- **6Cs of care**
  1. Care
  2. Compassion
  3. Courage
  4. Communication
  5. Commitment
  6. Competence

*Please be aware that this job description only depicts some of the key duties and responsibilities and is not an exhaustive list. Duties will vary over time and may change in accordance with new laws and regulations.*