
Job Description

SPRINGLAWN GROUP OF HOMES

Job Description: Care Assistant

Minimum Requirements

Over 16 years of age

Good spoken and written English

Excellent communication skills and ability to interact with patients and visitors

A genuine interest in caring and ability to provide care

Job Summary

The post of Care Assistant involves the provision of care within a Nursing Home setting but treating each patient as an individual. You must be able to communicate effectively and retain relevant information given regarding the level and type of care that is required

Each Care Assistant must work within the team and support their colleagues; you must attend relevant training and show an ongoing interest in the position and improving your knowledge and skills through training.

Organisational Relationship

Responsible to: Nurse Manager/ Group Manager/ Home Owners

Reports to: Senior Care Assistants/Nurses/Nurse Manager

Relates to: Managers

Staff Nurse

Senior Care Assistants

The main duties of the Care Assistant are as follows:

- to help the patients dress/ undress where necessary
- to make and change beds, to tidy bedrooms
- to help patients with mobility problems and other physical disabilities e.g. incontinence, help in use and care of aids and appliances
- to help patients with toileting/ bathing where necessary
- to take patients to and from the dining room as required
- to assist with kitchen duties as required
- to assist in delivery of food to patients
- to assist with feeding of patients and supervision of the Dining Room as required
- to accompany patients to the hospital clinics etc when necessary
- to assist the Staff Nurse in the collection of Laboratory Specimens as required
- to accompany patients on short walks
- to welcome relatives and assist in the location of patients
- to answer the door and telephone promptly and in a courteous manner
- to encourage patients to be as active and independent as possible
- to give patients maximum choice over their lifestyle and affairs
- to carry out all tasks with respect for patients dignity
- to help patients take part in social and recreational activities within the home which are designed to promote fulfilment
- to assist with distribution of patients medication as appropriate
- to lock external doors at night after checking that all patients are safely accounted for
- to turn off unnecessary lights, gas fires, televisions etc when not in use
- to assist Senior Staff with the assessment of and care planning for patients needs

- to carry out all duties in a sensible and responsible and mature manner
- to be confidential in all home respects
- to carry out any other reasonable work instruction which is necessary for the support and well being of patients
- to assist in putting away laundry and laundry of clothes if required
- to ensure patients clothes are properly labelled for easy identification and mend if necessary
- to ensure walking aids, wheelchairs, commodes etc are kept clean and any faults are immediately reported
- to assist in cleaning of areas where the housekeeper is not immediately available
- to take part in staff training within the home
- to attend staff meetings as directed to contribute to the overall caring and respectful approach required by the Directors
- To tidy sitting rooms, empty bins and tidy furniture and leave ready for use.
- To be aware of the Fire Procedure, Procedure for dealing with a Missing Person, the Complaints Procedure and the General Policy documents within the Home
- To answer the Nurse Call system and give the necessary assistance to the patients and colleagues
- To promote economy within the home.

In carrying out the duties of a Care Assistant the person will require the following:

- to have integrity, honesty and patience
- to have an understanding of the needs of the elderly
- to have an even temperament and pleasant approach
- to have the ability to treat residents as individuals
- to adhere to, and to familiarise oneself with the Home Policy and Procedures
- to have the ability to respect the patient, all staff members and the environment of the Nursing Home
- to have the ability to work as a team member
- to have a flexible and reliable approach to work
- to respect the authority and direction of Nurses and Home Managers

NB: The duties and responsibilities outlined in the job description are not meant to be definitive or restrictive and will be modified to meet changing needs. It should be noted that the duties, designations and location of the post may be subject to change in the future to meet the needs of the service.

You should note that under The Health and Safety at Work Act you are required to take all reasonable steps while at work to ensure your own health and safety and the health and safety of those who may be affected by your acts or omissions at work.

You should also be aware that we operate a no smoking policy and no alcohol policy within the Group of Homes.

Job Types: Full-time, Part-time