

Manor Place Nursing Home
116 Church Lane East, Aldershot, Hampshire GU11 3HN

JOB DESCRIPTION

Position : Care Assistant
Responsible to : Nurse in Charge
Accountable to : Home Manager / Deputy Manager

PURPOSE OF THE ROLE

To work as part of the nursing team, whose aims are to ensure that residents' physical, psychological and emotional needs are met on daily basis.

To promote each resident's independence, choice and to focus on individual strengths and abilities.

To ensure that each resident's dignity and privacy are maintained.

To provide a stimulating, comfortable and homely environment for the residents and their visitors.

Responsibilities

To provide direct care which meets each resident's assessed needs, which may include;

- To be punctual in attending handovers and taking notes.
- To act as a key worker for a number of residents – as selected by the Home Manager.
- To assist the residents with their toileting needs, including continence promotion.
- To change beds, tidy residents' rooms and do light cleaning where appropriate.
- To assist residents with mobility needs, including the use of mobility aids.
- To help in serving of meals and drinks and feeding those residents who is unable to feed themselves.
- To ensure that each residents receives the meal or diet that he/she has requested and is suitable for his/her needs.

- To help with the admission and discharge of residents including listing of resident's property/clothing.
- To convey relevant information about the service users to the nurse in charge in order that the individual plan of care may be regularly updated and appropriate care given paying particular attention to any changes observed in the service user physical or psychological condition.
- To assist in weighing of residents.
- To ensure relevant paperwork is completed correctly and on time and to ensure record is maintained of resident's personal care and fluid intake/output in accordance with procedures and guidelines.
- To report immediately to the nurse in charge any accident or untoward incident which may occur to a resident or a member of staff.
- To maintain confidentiality regarding resident's information.
- To work with the activity organizer to encourage stimulation and leisure activities for residents and to spend time with the residents and their visitors in order to build and maintain relationships.
- To help maintain a safe environment for staff, residents and visitors, through awareness of all Policies and procedures and by attending training as required.

Signed :

Date :

All Staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work, etc Act 1974.

This job description is not a comprehensive list of duties but a guideline of duties and responsibilities.