

Outline Job Description – Care Assistant

This document gives an overview of the role. Further details will be provided at interview stage or if you contact us by phone and ask to speak to our recruitment team.

Purpose of the role

To work as part of a team, delivering high quality, person-centred care and support to our clients, in their own homes, helping to promote their independence and wellbeing. To reflect the company principles and values in the way care is delivered and to uphold our high standards ensuring we meet and maintain CQC requirements.

Main Responsibilities

To assist our clients with the activities of daily living, as set out in their individual Care Plan that has been agreed with them.

Duties

These are varied and personalised for each client according to their needs, such as:

- General housekeeping – laundry, cooking, shopping, domestic duties
- Assisting with bathing, eating, dressing, toilet use
- Assisting with all aspects of personal care
- Body care – application of lotions and ointments
- Accompanying on appointments and social occasions
- Maintaining detailed, accurate daily records of each visit and adhering to reporting procedures
- Liaising with family members, other healthcare professionals and branch office team
- Correct use of our monitoring App – logging on and off, viewing rotas, reading and sending messages

As a valued member of our team, you would be expected to:

- Preserve the independence and dignity of clients as much as possible, delivering care in a respectful and non-discriminatory manner
- Arrive on time for every shift and advise the office team of any possible lateness prior to the start of a shift
- Report any changes/issues concerning the client or the care being provided, to the office team
- Observe mental alertness and general physical condition
- Read and abide by the care plan set out in the client's file
- Support and understand each individual client's needs
- Maintain confidentiality and commit not to divulge information to third parties unless consent to share information has been given in writing
- Report any areas of risk, not previously identified, to your line manager
- Attend and engage in regular supervisions, appraisals and performance reviews, accepting and providing constructive feedback
- Comply with the company dress code

Essential requirements

- Full, clean UK driving licence

Hours of work

Working hours will vary and will be discussed and agreed with you during the interview process.

Training

You will be required to complete our company Induction Training at the commencement of your employment with us. You will also be required to attend ongoing training from time to time, to maintain your skills and comply with our quality requirements.