

**JOB DESCRIPTION**

**HEALTH CARE ASSISTANT**

**REPORTS TO: Home Manager**

**CONTEXT OF THE ROLE**

Friends of the Elderly is a charity dedicated to supporting older people. We aspire to a society where all older people are treated with respect and have the opportunity to live fulfilled lives.

Our care homes provide high quality residential, nursing and specialist dementia care. We also support older people in their own home and offer dementia support in our day clubs. Our free-to-access services including telephone befriending, visiting and grant giving, also make a real difference in the lives of older people.

**1. MAIN PURPOSE OF JOB:**

The post holder would provide a high standard of personal care to meet the individual needs of each and every resident.

Encouraging residents to maintain their independence, choice and dignity in order to enable them to lead a full and active life.

**2. WORKING RELATIONS:**

**Internal:** Residents, Colleagues, Support Group Staff, Head Office Staff.

**External:** Relatives, Workmen, Service Personnel, GPs, Nurses, Visitors, Clergy.

**3. KEY OBJECTIVES:**

**3.1** To ensure each and every residents’ physical needs are met.

**3.2** To assist residents to fulfill their social needs.

**3.3** To work as a team member.

**3.4** To be aware of security at all times.

**3.5** To undertake any reasonable request which facilitates the resident’s right to choice, dignity and respect.

**3.6** To administer medication in line with the charity’s Medication policies, and to update training as required.

**3.7** To become involved in the Homes administration in line with charity policy.

**4. RELATED TASKS:**

4.1To carry out, under supervision, all care procedures as delegated by senior staff.

4.2To assist residents with personal hygiene and dressing.

4.3To assist residents with the care of their rooms, clothing and laundry.

4.4 To assist residents with their social activities and hobbies.

4.5 To provide written reports in the relevant care plans and participate in the handovers on each shift.

4.6 To report any accident or loss to senior staff and record appropriately.

4.7 To report complaints to senior staff and record appropriately.

4.8 To assist in the serving of meals to each resident according to their individual needs.

4.9 To accompany residents to other venues as and when necessary.

4.10 To work as an active team member with your colleagues within the Home to ensure the highest standards of care is achieved.

4.11 To attend staff meetings.

4.12 To undertake any other duties, within your area of competence, as required by the Head of Home

**5. HEALTH & SAFETY:**

5.1 To comply with regulations regarding Health & Safety Policy and procedures and to be aware of safety hazards within the Home adhering to any risk assessments, safe systems of work, manual handling and lifting procedures.

5.2 To comply with COSHH Regulations to ensure correct storage, use and control of hazardous substances.

**6. APPRAISAL:**

* 1. To participate in the charity’s Annual Appraisal Scheme.
  2. To receive regular supervision

**7. TRAINING:**

7.1 To undertake statutory and mandatory training to meet the requirements of current legislation.

7.2 To attend in-house and external training courses as identified by your Line Manager.

**8. CONFIDENTIALITY:**

All staff must respect the confidentiality of any matters they may learn in the course of their duties relating to residents, staff and the general public as well as matters of business concerning the charity.