



JOB DESCRIPTION

Job Title	Carer
Responsible To	Head of Care

Purpose of Position

- To assist and enable residents in their endeavour to achieve the three main principles: Quality of Life, Integration and Independence.
- To be aware of and to meet the physical, social, emotional, intellectual and spiritual needs of individual residents.

WORKING RELATIONSHIPS

Internal

To have a commitment to multidisciplinary team working and therefore the working relationship will be with ALL members of the home's team and its residents.

External

Contact with head office, Statutory Authorities, Community Services, GPs and general suppliers of services to the Home.

Principal Responsibilities

- To be aware of and deliver the physical care appropriate to each resident whilst at all times ensuring dignity, privacy and choice. This will include help with washing, shaving, bathing, positioning in bed, dressing and undressing, mobilisation with aids if necessary and all toiletry needs.
- To be aware of and deliver and meet the emotional and psychological needs of each resident whilst at all times ensuring dignity, privacy and choice.
- To escort residents as necessary.
- To assist residents with menu choices and with eating if necessary. This may involve the preparation of light snacks and drinks.

- To ensure that incontinence is managed in a discreet and dignified way and that resident's toilet needs are met on request or as necessary. This will involve assisting resident's transfer from bed/chair in an appropriate way.
- To work with the Activities Co-ordinator and promote residents in arranging activities, social or otherwise e.g. parties, outings, games etc. Also to assist those residents who wish to attend Church or other religious activities and respect their religious beliefs.
- To communicate adequately through both verbal and written means with other members of the care team, and inform the senior person on duty of any changes on the physical, emotional or social condition of any resident.
- To participate in the key worker system as directed by the Home Manager. This may include assisting residents with educational activities such as cookery, photography, beauty care, drama, shopping and life skills.
- To assist in the general running of the Home, preparing/serving drinks and light snacks, bed making, putting away laundry, tidying rooms and wheelchair cleaning etc. To ensure and maintain the general tidiness/cleanliness of the home, cleaning equipment as required and reporting any faults to management.
- To undertake some administrative duties e.g. report writing, answering telephone, administering medication and keeping records in accordance with registration requirements.
- Whilst on duty to be responsible for the resident's Health & Safety by ensuring that the environment is clean, clear and safe, and ensuring that spills etc are cleaned as they occur using appropriate cleaning methods and reducing odours.
- To attend staff meetings, training courses and other meetings as directed by the Head of Care and Home Manager.
- To welcome residents and to be involved in the admission procedure.
- To act at all times, whilst on duty, in accordance with Waypoints Care Limited.
- To exercise responsibilities under the Health & Safety at Work Act 1974 and the policies and procedures of Waypoints Care Limited including fire, reporting of accidents and call out of GP/District Nurse/emergency services.
- To undertake other duties consistent with the basic objectives of the post.

NOTE: The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.

CONFIDENTIALITY: During the course of your duties you may have access to see or hear information of a confidential nature and you are required to undertake not to disclose any such information to any unauthorised persons.

Working Conditions

A flexible 36 hour week will be worked to meet the needs of the home.

Part time/flexible hours may be available as will the opportunity to join our staff bank.