

# Melrose Care Home

## **JOB DESCRIPTION**

**Job Title** Care Assistant

**Unit** Nursing Home

**Responsible to** Senior Staff Member

**Hours** as per Rota

**Salary Scale** As per Melrose schedule of homes pay rates

### **Job Purpose**

To work as a team member implementing and helping developing care plans for residents that meet personal and social care needs in such a way to respect personal choice and dignity of the individual while aiding independence, in accordance with Melrose assessment and policies.

### **Main Duties**

1. To help residents who need assistance with dressing, undressing, bathing and the toilet.
2. To help care for resident's temporarily sick and needing minor dressings, bed nursing (under the supervision of an RN)
3. To help care for residents who are dying
4. To help promotion of mental and physical activity of residents through talking to them, taking them out, involving them in activities such as reading, writing, hobbies and recreations.
5. To make and change beds, tidy rooms, empty commodes and undertake some domestic duties as required
6. To inspect and launder residents clothing.
7. To set tables and trays, serve meals, feed residents needing help, wash up tidy and clear the dining room as required.

8. To answer all bells, emergency bells, the front door, greet visitors and the telephone if the RN is unavailable.

9. To work within the context of Melrose policy and procedures at all times.

10. To make verbal and written reports in the context of care planning, handovers and other meetings as required.

11. To attend training sessions, meeting, seminars etc as required and working towards an NVQ in care when assessor time is available.

**Grade 1:** New/inexperienced staff will incorporate all tasks listed in the main responsibilities.

**Grade 2:** More experienced staff including those with NVQ 2and will incorporate all tasks listed in the main responsibilities and in addition

- Provide a positive role model for good care practice and customer care
- Act as named worker for specific residents as required
- Support, train and 'buddy' new staff.
- Take responsibility as required in leading others.

### **Health and Safety**

As an employee you have the responsibility under the Health and safety at Work Act 1974 to:

- i) Take reasonable care of your self and others at work
- ii) Co-operate with Melrose to ensure the laws relating to health and safety are not broken.
- iii) Report any problems or concerns about health and safety to the appropriate person or the manager.

### **Equal Opportunities**

Melrose is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation

### **Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his or her duties

## Scope of Job Description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of all the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out only in consultation with the post holder.

Signed .....

Name .....

Date .....

## Person specification

**Job Title** Care Assistant

**Unit** Nursing Home

**Responsible to** Senior Staff Member

**Hours** as per Rota

**Salary Scale** As per Melrose schedule of homes pay rates  
.....

## Essential

- Ability to communicate, both written and verbally
- Ability to work as a team member
- Ability to work using own initiative
- Be willing to provide relevant documents for enhanced Criminal Records Bureau Disclosure and Pova check
- Flexibility in attitude
- Flexibility to occasionally cover holidays etc
- Physically fit
- Trustworthy and honest
- Willingness to attend training and develop own skills

## Desirable

- Basic knowledge in personal care
- Creative skills in social and leisure interests
- Experience in working with older people
- Interest in staff training and development
- Previous experience relevant to job role
- Understanding of the value and importance of privacy, dignity, choice and independence.