

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Care Assistant, Hillside	Post No:	Hoople Band: Band A2
Service: Hoople Care	Section: Hillside	Location: Hillside Residential Care
Organisational information: Responsible to: Shift Leader, Hillside Key relationships/Functional links with: <i>Internal:</i> managers and employees and service users <i>External:</i> Herefordshire Council managers, employees, local community, Health Care, Families and Visitors		
Main Purpose of Job: To enable and support clients to be as independent as possible whilst under the care and supervision of the service at Hillside.		
Main Responsibilities / Accountabilities: <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> <ul style="list-style-type: none"> • To support clients with daily tasks. • To support clients with maintaining social contacts ensuring they feel connected with others such as family and friends they are used to being in regular touch with. • To offer support and assistance to clients in respect of emotional and mental wellbeing. • To act as a liaison on behalf of clients with other Hillside employees and family members. • During night shifts to remain awake and work a continuous night shift without direct supervision. • During night shifts to be responsible for the safety of clients with particular regard to fire safety, and for deciding when it is appropriate to wake the Senior on call. 		
Job Activities: <ul style="list-style-type: none"> • To support clients with daily living tasks to ensure individual needs are met (including dressing, washing and assisting with meals). 		Frequency Daily

<ul style="list-style-type: none"> • Social duties including talking with clients, helping clients to maintain contact with family, friends and community, assisting with recreation, religious observance and ensuring cultural needs are met. 	Daily
<ul style="list-style-type: none"> • To provide support to clients with the aim of creating a supportive homely atmosphere where clients can achieve maximum independence. 	Daily
<ul style="list-style-type: none"> • To ensure client's emotional and mental health needs are met. 	Daily
<ul style="list-style-type: none"> • To work with a range of mobility aids and assistive equipment as necessary. 	Daily
<ul style="list-style-type: none"> • To work within the agreed procedures for moving and handling and other health and safety policies and procedures. 	Daily
<ul style="list-style-type: none"> • To support client's with recreational activities. 	
<ul style="list-style-type: none"> • To assist in the formation of community links. 	As required
<ul style="list-style-type: none"> • To maintain records of incidents and events occurring during a period of duty in the appropriate records and to report verbally to the senior member of staff. 	Daily
	Daily
<ul style="list-style-type: none"> • To administer medication to clients on occasions in line with the medication policy. 	Daily
<ul style="list-style-type: none"> • To assist in care planning and client reviews. 	Daily
<ul style="list-style-type: none"> • To participate in a back to back shift rota which includes night care. 	Daily
<ul style="list-style-type: none"> • To keep accurate records / hand-over information in a variety of formats. 	Daily
<ul style="list-style-type: none"> • To assist clients at meal times i.e. take meals to flats if needed. 	As required
<ul style="list-style-type: none"> • To observe client confidentiality. 	As required
<ul style="list-style-type: none"> • To deliver a high-quality, individually tailored care service. 	Daily
<ul style="list-style-type: none"> • To attend any necessary staff training events. 	As required
<ul style="list-style-type: none"> • To report and record significant matters in the client's in accordance with policy 	As required
<ul style="list-style-type: none"> • To undertake basic domestic tasks as necessary such as cleaning, laundry etc. 	As required
<ul style="list-style-type: none"> • To attend and participate in staff meetings. 	
<ul style="list-style-type: none"> • To perform other such reasonable duties as may be required. 	
Other information:	

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Manager Signature:		Date:	
Manager Name:		Job title:	

Date Job Description last reviewed:

April, 2020



PERSON SPECIFICATION

Job information as shown on organisation chart

Job Title: Care Assistant, Hillside Service: Training and Education	Post No: 60344 60345 60346 60347 60348 60349 60350 Section: Hillside	Hoople Band: Band A2 Location: Hillside Residential Care
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All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience and knowledge	<ul style="list-style-type: none">• Experience of working in a Health/Social Care related environment• Experience of working in a community setting	AF, I

Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • Ability to work as a member of a team whilst working independently • Understanding of the need to deliver an enabling role to clients • Demonstrates respect for the rights of others • Ability to show sensitivity to the needs of clients • Ability to organise social activities • Ability to use manual handling equipment with appropriate training • Ability to administer medication • Excellent communication skills and ability to work as part of a small team • Excellent interpersonal skills • Ability to work to a routine and time scales • Ability to adhere to regulatory guidelines 	AF, I
Qualifications and Training <i>including professional qualifications</i>	Relevant Diploma level 2/3 or equivalent in Social or health Care or commitment to work towards Evidence of CPD Knowledge of Health Promotion	AF, I
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Awareness of Health and Safety Manual Handling Requirements DBS – Enhanced Hours of work to be flexible, evening, weekend and night shifts are essential To undertake any relevant training as required To promote equal opportunities, anti-discriminatory and anti-oppressive policies and practices	

Manager Signature:		Date:	
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Manager Name:		Job title:	
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*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed:

April, 2020