

## Care Assistant's Job Description

Responsible: To the Team Leader/Director of Service

Purpose of the Position: To provide person centred care and facilitate clients within a Residential setting, promoting their independence at all times in keeping with the principles of the Choice Programme.

Qualifications: Good standard of education and a social care qualification is desirable.

It is desirable that the candidates have previous care work experience and knowledge in a similar setting. As the majority of our client group will be native Irish speakers it is desirable that candidates should be able to communicate in Irish but is not compulsory.

Each candidate must: Have a good work ethic, good timekeeping with high hygiene standards.

Candidates must be flexible regarding work hours and willing to work weekends as a rotational shift system will operate within the unit and night duty will apply. Must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service

### Key Tasks/Responsibilities:

- To facilitate and implement a Person Centred service appropriate to the needs, wishes, and requirements of the clients.
- To provide personal assistance in all aspects of personal care and manual handling, adhering to safe practice at all times.
- To carry out any duties necessary to ensure the comfort and hygiene of clients.
- To ensure all interactions with clients are approached with dignity, respect, equality, and promoting independence where possible.
- Assist with the catering, cleaning and general domestic duties within the unit.

- To comply with health and safety legislation and ensure the safe use and regular maintenance of all aids and appliances used within the centre.
- To maintain a basic knowledge of first aid.
- To ensure the privacy and confidentiality of clients at all times.
- Attendance at training as deemed appropriate by the management of the service.
- To promote and be actively involved in teamwork at all times.

#### Duties:

The role of the Care Assistant is to assist in the delivery of care, under the supervision of the Director of Services and Team Leaders. His/her primary role is to undertake personal care for clients, and associated duties as assigned by senior staff. On each working rota the Care Assistant will work within a team under the supervision and direction of the Team Leader. Each client will have their care planned, according to their individual needs.

#### A: Hygiene:

1. Bath, shower, shave, dress and undress residents.
2. Assist with the care of incontinent residents.
3. Assist with toileting residents including the giving, removing and emptying of commodes.
4. Clean and disinfect bedpans, urinals, commodes, hoists, shower seats and trolleys, etc. Supervise patients on commodes, in toilets and bathrooms and assist patients with their hygiene needs.

#### B: Nutrition:

1. Give help and support to residents during mealtimes.
2. Ensure individual residents dietary needs are adhered to including special diets and supplementary drinks under the direction of the nursing staff.

C: Mobilisation:

1. Transfer and position residents when necessary.
2. Be responsible for the use of hoists.
3. Assist residents with walking and limb exercises as directed.
4. Ensure residents are comfortable in beds or on chairs.
5. Assist with recreational activities and diversional therapy.

D: General Duties:

1. Deal with resident's personal property as per Unit policy.
2. Help residents care for their dentures, glasses and hearing aids.
3. Assist with the last offices and in the preparation of the deceased for transfer to the mortuary.
4. Receive visitors to the unit with courtesy.
5. Answer telephones and locate appropriate personnel, as required.
6. Assist residents to make telephone calls.

7. Respond to the call bell system. Check the bells are in working order and are within the reach of residents.

8. Wash and disinfect beds, lockers and wardrobes following discharge.

9. Make occupied and unoccupied beds.

10. Assist in moving beds and furniture within wards, as requested.

11. Attend to spillages immediately to reduce the risk of accidents as per unit policy.

12. Ensure linen cupboard and store areas are kept tidy and stocked.

13. Ensure that the Wards, Day Rooms, Kitchenettes, Bathrooms, Sluice and Toilets are left clean and tidy at the end of each shift and after usage as appropriate.

14. Report broken items in need of repair to Director of Services/ Team Leader.

15. Assist in laundry duties.

E: Other Responsibilities:

1. Be familiar and comply with the Unit policies in relation to Health & Safety, Fire, Infection Control, Waste Disposal including the disposal of solid linen and Smoking Policy.

2. Report all incidents and accidents involving self, residents or visitors to Director of Services or Nurse in Charge.

3. Attend in-service instruction, as required.

4. Adhere to the Unit policy on confidentiality.

Care Assistants must be willing to work in other areas e.g. assist in the kitchen or with cleaning duties if and when required to ensure the smooth running of the unit.

General:

1. The Company will not be responsible for loss or theft of personal belongings.
2. Fire orders must be observed and staff must attend fire lectures periodically.
3. All accidents/incidents within the Unit must be reported and investigated as soon as possible and action taken to prevent or reduce recurrence.
4. In accordance with the Safety, Health & Welfare at Work Act, 1989 all staff must comply with all safety regulations.
5. In line with the Tobacco Regulations Act 1990 smoking within the Unit is not permitted.

This job description indicates the main function and responsibilities of the post and is subject to review and amendment. Management from time to time may also assign other specific work not covered in this job description.



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