C&C
LONDON HOMES
SINCE 1926

Job Description – Care Assistant

1. Main Purpose of the Job

- To work with residents and the staff team to ensure residents receive a high standard of care.
- To work in partnership with residents encouraging choice, participation and motivation adhering at all times to C&C's values.

2. Position within C&C

- The role reports to the Team Leader.

3. Key Duties and Responsibilities

- To support residents with their physical care and personal hygiene needs, ensuring that their independence is preserved and developed as far as possible, in accordance with affording appropriate levels of privacy and dignity.
- To contribute to effective communication with residents, their relatives, friends, professional helpers and other members of staff, ensuring the continuity of quality and safety in the provision of personal care services.
- To encourage residents to maintain maximum independence, taking into account their physical and emotional condition and to stimulate their participation in the running of the service.
- To carry out the role of key worker for several residents.
- To handover and report any incidents which may have relevance to the residents' individual plans.
- To become familiar with any changes in the residents' condition or situation within the Care Home at the beginning of each shift.
- To escort and assist residents, as required, in and around the Care Home.
- To escort residents to obtain services including recreational, educational and leisure facilities in the community where appropriate.

- To assist with the provision of food and general housekeeping in accordance with the requirements of the service.
- To help residents with mobility problems and other physical disabilities and to assist in the use of care aids and personal equipment.
- To comply with all health and safety policies and procedures.
- To participate in supervision, appraisals, staff meetings and training activities as required.
- To travel to Central Office or other locations for the purpose of meetings or learning and development activities.
- To be responsible for maintaining and improving own knowledge and skills through experience and training.
- To undertake additional responsibilities as requested by management following the successful completion of specific training and personal skills development.
- To undertake any other reasonable duties as requested.

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Person Specification – Care Assistant

	Essential	Desirable
Qualifications		Diploma in Care or be willing to work towards this
		Previous experience in a care setting
Experience		Previous experience in a care setting
		Experience of providing personal care
		Previous knowledge of dementia
Skills/ Knowledge/ Abilities	Good basic literacy and numeracy skills.	
	Good communication skills	
	To be able to work on own as well as part of a team.	
	To be able to establish and maintain professional working relationships.	
	To be able to communicate effectively with a range of people at different levels of understanding.	
	To be able to work flexibly and creatively with residents and their families	
	To be able to maintain accurate records.	
	Good time management	
	Ability to prioritise tasks	
Circumstances	Caring attitude/nature	Understanding of end of life care and nursing needs
	Physically fit to undertake the manual handling aspects of the role.	
	To be able to work a rolling rota, including, evening, weekends and public holidays when required and be flexible to changes	
	To be willing to undertake learning and development	

	activities (including updates), sometimes off site and outside normal working hours.	
	Prepared to work flexible hours as required to meet the objectives of the post	
Equal Opportunities	Committed to principles of equal opportunities	
Health & Safety	Positive attitude to Health & Safety	An understanding of CQC's Health and Safety criteria

C&C is committed to safeguarding and promoting the welfare of adults at risk and expects all staff to share this commitment.

The post you are applying for may involve working with or having access to adults at risk and/or their records, therefore we may require the successful candidate(s) to undertake an Enhanced Disclosure from the Disclosure and Barring Services. The cost of this will be fully met by C&C.

We are committed to equal opportunities and welcome applications from all sections of the community.