

The Chiswick Nursing Centre

JOB DESCRIPTION

JOB TITLE: Care Assistant

ACCOUNTABLE TO: The Centre Director

REPORTS TO: Suite Manager

LOCATION: The Chiswick Nursing Centre

JOB PROFILE: To undertake, under the supervision of the Registered Nurse, all duties in relation to the well-being of the residents by delivering the highest possible standards of care in a professional manner.

MINIMUM QUALIFICATIONS/EXPERIENCE:

Minimum of one years experience as a Care Assistant preferably with NVQ Level 2 Qualification in Health and Social Care.

RESPONSIBILITIES & DUTIES:

1. To provide all personal care and attention for each resident and to follow the activities of daily living in accordance with the planned care.
2. To ensure that the residents' lifestyle is maintained in accordance with The Chiswick Nursing Centre Philosophy of Care and Residents Charter.
3. To ensure that The Chiswick Nursing Centre Code of Conduct is maintained at all times
4. To assist Qualified Nurses in the performance of their duties as requested.
5. To encourage and assist residents to participate in leisure pursuits and ensure their social and emotional needs are met.
6. To maintain confidentiality at all times.
7. To report any changes in residents' physical or mental condition to the Named Nurse or his/her deputy and maintain accurate records on all forms as required.
8. To cover colleagues duties in times of sickness and holidays.
9. To undertake induction training and participate in training programmes which may be required either by Law or Company Standards.
10. To abide by the Centre's security precautions at all times.

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11. To comply with regulations in respect of Health and Safety at Work, COSHH, environmental health and fire procedures, etc and abide by the Company's Health & Safety Policy.
12. To report promptly all complaints, however minor, to the Director of Nursing or his/her deputy.
13. To undertake cleaning duties as required, replenish stocks of disposable items and exercise cost control at all times.
14. To ensure residents clothing and toiletries are adequate and named and ensure deficiencies.
15. To take care to protect residents' personal belongings.
16. To participate in assessment and evaluation of residents' care.
17. To work as a key worker to a group of named residents.
18. To attend meetings as required by the Centre Director.
19. To be courteous and polite at all times and to develop positive relationships with residents, visitors and other professionals both inside and outside the Centre.
20. To abide by the Company's Quality Procedures, Policies and Work Practices and to report any non-conformances in the correct manner.
21. To answer outside telephone calls politely and relay messages efficiently.
22. To participate in marketing activities as requested.
23. To promote the good name of the Centre and the Company at all times.
24. To co-operate and maintain good working relationships with all staff.
25. To undertake other duties as may be reasonably requested, in order to maintain the smooth running of the Centre.

This job description may be reviewed or changed from time to time according to the needs of the Company and residents.

Staff signature: _____

Date: _____

May 2012