



JOB DESCRIPTION

Job Title: Care Assistant NVQ

Accountable to: Registered Nurse

Main Duties and Responsibilities

1. To contribute, under the guidance/supervision of the Registered Nurse, to the delivery of care to our residents.
 - Promoting the Rights/Choice/Dignity/Independence and Privacy of residents.
 - Attending to physical requirements i.e. Bathing, feeding, dressing and continence needs
 - Social activities that include talking to residents and encouraging recreational involvement
 - Assist in developing a homely and safe environment for residents to achieve maximum independence

2. To work as part of the team within St Vincent's
 - Maintaining effective communication on any observations or concerns to the nurse in charge.
 - Becoming a Key Worker for designated residents
 - Effectively communicate the needs of residents and their families through the team network within the home
 - Show by example the correct processes and procedures to facilitate best practice within the home
 - Make clear and precise entries in the nursing notes
 - Work within the National Care Standards

KEY RESULT AREAS

To provide a high standard of person centered care for residents reflecting St Vincent's philosophy.

- Demonstrating an ability to undertake care duties in a sensitive and flexible manner, especially for residents who present with challenging behaviour.
- Participate in and ensure the elements of complaints, risk, Health & Safety and clinical Audit and reflected in the care provided.
- Maintain and ensure accurate and effective record keeping is of the highest standards.
- Work effectively with all members of the multi-disciplinary team involved directly or indirectly with the resident's care.
- Work closely with the registered nurses to ensure that nursing aims and developments, improve standards.
- Be competent to deliver care in a respectful and courteous manner when dealing with colleagues, relatives and other public and professional people.
- Ensure and maintain accurate record keeping and records reporting any concerns or abnormalities immediately to the nurse in charge.
- Ensure that all the relevant St Vincent's policies and procedures are understood and adhered.
- Comply with written, verbally agreed conditions of employment; hours of duty, uniform, time keeping.
- To have a sound knowledge base and a willingness to learn and develop

Education & Training

- Participate in Appraisals to develop self in line with St Vincent's policy.
- Participate in training and development.
- Identify own learning needs and take responsibility for own professional development
- Attend any mandatory training programmes as required and ensure safe work practices are employed.

ADDITIONAL INFORMATION

CODE OF CONDUCT

St Vincent's has adopted the principles of the DoH's Code of Conduct which requires the post holder to live out the Code in every aspect of their work, and for their actions to demonstrate a commitment to the Code. In particular, the post holder must:

Accept accountability for his/her own work, the performance of those he/she manages and of his/her own organisation.

Be honest and act with integrity.

Demonstrate their commitment to team working by co-operating with all colleagues within St Vincent's Nursing Home and with those in the wider community.

Make the care and safety of residents their first concern. Act quickly to protect patients from risk.

Respect the public, residents, relatives, carers.

CONFIDENTIALITY:

Information relating to residents, employees and business of the Home must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised persons or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

HEALTH AND SAFETY:

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Home) and assist in ensuring the compliance of other staff.

Comply with the NO Smoking Policy. Applicants should be aware that it will not be possible to smoke throughout working hours. You may be required from time to time to work within other areas or sections of St Vincent's. Permanent changes of base will only be made after consultation with the post holder.

WORKING TIME REGULATIONS:

The home is committed to the principle that no member of staff should work, on average, more than 48 hours per week. Staff who do exceed this limit need to complete an opt out form. Any member of staff who undertakes work outside the Home, regardless of whether they exceed 48 hours or not, must inform their manager of this in writing.

EQUAL OPPORTUNITIES:

The Home is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability.

*This Job Description is illustrative of the duties and responsibilities of the post.
It will be subject to modification as appropriate.*