



RBLI

Improving lives every day

Job Title	Healthcare Assistant
Department	Care Services
Location	Gavin Astor House
Reporting To	Team Leader
Staff Management	None
Role Type	Care

Main Purpose of the Job

To provide high standards of care to all residents as directed by, and under the supervision of nursing staff. Work in a team environment.

Your Key Responsibilities

- Attend to the comfort and personal appearance and hygiene of residents at all times including dressing, undressing, toileting, bathing, combing hair, assisting with dentures and hearing aids.
- Take and chart observations of residents including weight, food and liquid intakes/outputs. Perform simple tests of urine, complete charts and Care Assistant records as directed
- Prepare food trays and eating areas, prepare residents for meals. Provide assistance to residents with eating as needed. Clear away trays and crockery.
- Tidy Residents rooms and cupboards, keeping clothing and possessions in order.
- Make beds and change bed linen. Dispose of soiled linen in accordance with Home procedures. Bag linen for collection.
- Escort residents to hospital, dentist, shops etc or other approved excursions. Assist with social care needs.
- Provide key worker support to specific residents following key worker guidelines.
- Assist with the reception and orientation of new residents in a reassuring manner, listing the residents clothing and other property.
- Attend and participate in training sessions and staff meetings when required
- Be aware of, and at all times comply with, all relevant company policies and procedures and all relevant statutory responsibilities including fire arrangements, health and safety issues including moving and handling, COSHH regulations, maintaining records diligently and accurately as required.
- Any other reasonable task requested by a Senior member of staff or Manager, which is within your competence.
- Where CPD or other in house training is offered or provided, employees have a responsibility to attend and take advantage of this in order to ensure they maintain and develop professional competence. Where required, staff must keep records of such CPD for the purpose of continued registration to practice.

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Personal Attributes
<ul style="list-style-type: none">• Caring, compassionate, empathetic• Of high integrity• A self motivated, resilient & tenacious self starter with strong team ethics• Empathetic and approachable whilst ensuring that boundaries are maintained• Flexible, reliable and responsive to change• Good interpersonal skills• Committed to achieving high standards of quality care and service• Sound interpersonal skills• Effective communicator both verbal and written with strong face to face, voice to voice skills• Keen to continue in own professional growth and development

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
<ul style="list-style-type: none">• Basic numeracy & literacy skills• Demonstrates a basic understanding of the needs of the patient and the role of the HCA• Proven customer care / carer experience• Must be over 18• The job is a physical one and often requires manual handling, so a good level of fitness is required	<ul style="list-style-type: none">• Hold NVQ in Health & Social Care Level 2/ 3• Experience of caring, or able to demonstrate knowledge of what care assistants do, ideally in a nursing home environment.• Knowledge of Health and Safety in the workplace• To hold the Care Certificate or willing to complete this within the probation period.

Note: This job description is a general guide to the above role and is not indicative of all the activities and functions of the jobholder which may vary from time to time according to the needs of the business and as instructed by the nominated Line Manager.

Signature:
, Job Holder

Signature:
Registered Manager

Date:

Date: