

## **TOWELL BUILDING TRUST LTD**

**JOB TITLE:** CARE ASSISTANT

**TO WHOM RESPONSIBLE:** TEAM LEADERS/ SENIOR CARE ASSISTANT

### **OBJECTIVE OF THE HOME:**

Our objective in Towell House Residential Home is to establish a holistic approach, providing person centred care to residents of the highest possible standard.

Under the direction of the Team Leader the post holder is responsible for the provision of care and practice to meet the person-centred needs of residents ensuring that all policies and procedures are implemented and that the highest standards are achieved and maintained in care delivery.

### **GENERAL RESPONSIBILITIES:**

The post holder will be expected to work with integrity, honesty, openness, accountability and respect. Be aware of issues relating to information and clinical governance, Human rights, health and safety and welfare of residents and colleagues.

The post holder will assist with orientation and introduction of new staff members to the home, promoting and taking part in a culture of continuous service improvement.

Communicate effectively and maintain productive working relationships with the team and each other.

### **Person Specification:**

#### **Essential:**

1. Genuine interest in working within a caring environment.
2. Relevant Vocational Qualifications (achieved or working towards) (NVQ2 OR 3)
3. Excellent communication skills.
4. Team player.
5. Willingness to participate in vocational training programmes.
6. Ability to remain calm in stressful situations.
7. Literacy and numeracy skills
8. Candidate must be resident in the UK with the right to work.
9. Knowledge and ability to use computers and related technology efficiently

#### **Desirable:**

1. Up to date records of mandatory training.
2. Previous experience of working in a care setting
3. Registered with NISCC.

### **Job Description:**

1. To provide holistic care and act as a key worker for a number of residents.
2. To provide person centred care as directed by Team Leaders/Senior Care Assistants care planning.
3. To report any accidents/ incidents immediately to the Person in Charge.

4. To attend and participate in all staff meetings.
5. To adhere to the NISCC code of conduct at all times. Keeping up to date with the requirement of registration with N.I.S.C.C.
6. Knowing, understanding and implementing the home's policies and procedures.
7. Participating with activities involving residents and accompanying residents, if necessary, on outings.
8. Adherence to Uniform Policy at all times.
9. Attending and participating in in-house/online training for self-development.
10. Assisting where necessary in duties additional to care.

All employees of the Towell House Residential Home are legally responsible for all records held, created or used as part of their duties within the home to include resident, corporate and administration records whether paper-based or electronic. All such records are public and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be up to date with the home's policy and procedures on records management and to seek advice if in doubt.

*This Job Description Will Be Subject to Review In The Light Of Changing Circumstances And May Include Any Other Duties And Responsibilities As May Be Determined In Consultation With The Job Holder. It Is Not Intended To Be Rigid Or Inflexible But Should Be Regarded As Providing Guidelines Within Which The Individual Works.*

#### **CVs NOT ACCEPTED**

#### **TOWELL HOUSE IS AN EQUAL OPPORTUNITIES EMPLOYER**

*As Regulated Facility Applicants Should Be Aware An Enhanced Access Ni Check Is Required For This Post. Applicants Should Also Be Aware A Trace On Your Access Ni Check Does Not Necessarily Disbar From Employment. Each Case Is Assessed Individually.*

*Towell House has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information. This is available on request from Towell House.*

*The Towell Building Trust Ltd has a written policy on the recruitment of ex- offenders. This is available on request from Towell House.*