TOWELL BUILDING TRUST LTD

JOB TITLE: CARE ASSISTANT

TO WHOM RESPONSIBLE: TEAM LEADERS/ SENIOR CARE ASSISTANT

OBJECTIVE OF THE HOME:
Towell House Residential Home is dedicated to creating a holistic and nurturing environment, delivering person-centered care of the highest quality to all residents. Under the guidance of the Team Leader, the role holder plays a vital part in ensuring care practices align with the individual needs of each resident. This includes upholding and implementing all policies and procedures, while consistently striving to maintain and exceed the highest standards in care delivery.

GENERAL RESPONSIBILITIES:
The post holder is expected to demonstrate integrity, honesty, openness, accountability, and respect at all times. They must remain vigilant and informed on matters related to information and clinical governance, human rights, health and safety, as well as the welfare of both residents and colleagues. In this role, the post holder will support the orientation and onboarding of new staff members, fostering a welcoming environment and actively contributing to a culture of continuous service improvement. Strong communication skills are essential, as the post holder will be responsible for maintaining effective and collaborative working relationships within the team and beyond.

Person Specification:
Essential:

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

Job Description:

1. To provide holistic care and act as a key worker for several residents.
2. To provide person centered 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 in 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.