

## JOB DESCRIPTION – BANK CARE ASSISTANT



From £6.25 up to £6.71 per hour\*  
REPORTS TO – SENIOR CARER / DEPUTY MANAGER

**Job purpose** - To work as an integral part of the caring team, delivering the highest standards of personalised care to residents, ensuring that everyone is treated with respect and dignity, and that individual's rights to privacy, dignity, independence and choice are met.

### Key Responsibilities

1. To provide the highest level of personal care (toileting, bathing etc) and attention to residents, following individual care plans carefully and ensuring that all contact is polite, friendly, warm and supportive. To act as a care worker to residents, ensuring that these responsibilities are carried out in full (as defined in the training manual).
2. To understand and comply with all statutory and legal requirements which are relevant such as Health & Safety, COSHH, all aspects of the Health & Social Care Act, to maintain a safe environment throughout the home. Understand and have an awareness of Infection Control.
3. To always be alert to residents physical and mental well being, immediately reporting any changes in a resident's condition to a senior person on duty, and to accurately maintain and update residents' records as required.
4. To respect and maintain confidentiality of resident's personal information at all times, this includes resident's behaviour and actions and any incidents that may occur in the course of day to day care.
5. Be understanding and patient towards residents and their needs, and encourage, assist and support residents to participate in leisure activities as appropriate to the individual, ensuring their social and emotional needs are met. This also includes escorting residents to outside appointments and leisure outings.
6. Responsible for making and changing beds, tidying resident's rooms (with the resident's permission) undertaking light cleaning duties as needed and generally assisting in ensuring that the Home is kept clean, pleasant and welcoming at all times.
7. Helping to serve meals and drinks at meal times and other times when required, taking care to present meals and refreshments in an attractive way, with polite and courteous service. Also, to provide the appropriate level of support and help for residents who need assistance to eat and drink.
8. To be an active and supportive member of the Care team, contributing to team meetings, ensuring good communication and helping new team members as appropriate, ensuring that the Care Home is a friendly and supportive working environment.

### Job context

This role is a team role with clear responsibility for residents within the home. Clear communication with other team members is essential.

### Key challenges

To ensure that the Care Home values of trust, respect and care are always maintained and that each team member treats residents in the way that they would expect to be treated themselves.

### Key measures

Mandatory training is up to date

Completed NVQ2 within 12 months of taking up position

Supervision meeting with Line Manager every 2 months

Results and feedback from Home inspections and audit reports (internal and external)

### Person specification

Good numeracy and literacy skills. A warm and friendly disposition

Good communication skills, able to put others at ease

A strong team worker. Reliable and punctual

Willingness to develop new skills. Commitment to infection prevention and control

\* (dependent on NVQ qualification and shift)

Agreed by ..... (Job holder) Date .....

Agreed by ..... (Supervisor/Line Manager) Date .....