



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Days/Nights Care Assistant Residential Homes	Role Profile Number: SO3170
Grade: K Salary:	Date Prepared: October 2011
Directorate/Group:	Reporting to: Senior Team
Structure Chart attached:	Yes

Job Purpose:

- The care assistant will provide practical, emotional and Physical support for up to 41 people in the care home.
- The aim being to meet the needs of older people, for them to maintain skills in order to maximise their independence and maintain a high quality of life.
- The care assistant may be asked to work with other groups of service user's at the discretion of the Manager.

Key Accountabilities:

1. To be available to work within a flexible rota during days, weekends and bank holidays, to cover the needs of the service users.
2. To encourage and enable service users to develop and maintain skills to maximise independent living within a care home setting.
3. To assist service users with personal care as directed by their care plan and with nutritional intake as directed by their care plan.
4. As appropriate and in consultation with the Manager or senior staff, address issues of concern on behalf of the service user.
5. Maintain accurate and up to date records of work with service users, including report writing of occurrences and reporting any accidents or incidents that occur.
6. Attend training courses to improve and broaden knowledge and skills base and to keep up to date with current issues.

7. To work and adhere to the principles of our policies and procedures for example confidentiality, data protection act, together with national guidance and policies for supporting and valuing people.
8. To participate in regular building checks through out the day for the safety of service users. Family, friends and staff team.
9. To provide emotional support for sick and dying service users in conjunction with family, friends and staff Team.
10. To successfully complete the Care Certificate within first six months of employment.

Supplementary Accountabilities:

1. To participate in moving and handling training and use equipment such as transfer boards, slide sheets, turntables and hoist as set down in service users care plans.
2. To be aware and comply with Health and safety, Manual handling, COSHH Food Hygiene Fire, First aid, and accident. Incident policies as set down by the organisation.
3. To assist the domestic staff in cleaning service users bedrooms, i.e. bed making cleaning of commodes and serving of meals when required. Or any other domestic task as required by the Manager

Job Scope: Number and type of jobs managed: None

Job Scope: Direct responsibility for financial resources and / or physical assets

Typical tasks supervised/allocated to others: None

Budget: None

Assets: None

Knowledge and Experience:

- Experience of caring for older people with dementia
- Experience of working in a care home or delivering one to one care with service users.
- Knowledge of the issues affecting vulnerable people.
- Knowledge of Anti discriminatory practice.
- Understanding of health and safety manual handling issues.
- Understanding of the need to keep within professional boundaries

Decision Making:

- To be able to work on ones own initiative and capabilities.

Contacts and Relationships:

- To be able to read and write English to record in service users files.
- To be able to communicate the needs of the service users to senior staff.

Creativity and Innovation:

- Solving issues as they arise for service users

Emotional Demands of the job:

- To be able to support service users at end of life and families.

Job Specific Competencies:

- To work towards gaining NVQ level 2 minimum in Care.
- To work towards gaining Care Certificate
- To undertake dementia training

Features of the role:

- To be physically fit and be able to move in confined spaces e.g. bending to assist service users to wash and dress.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside of our procedures, or use personal data held on others for their own purposes.

In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the organisation's written procedures. In accordance with the provisions of the Health & Safety at work Act 1974 and the Management of Health & Safety at Work regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work.

You must also co-operate with the organisation to enable it to comply with its statutory duties for health & safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

Employee Signature:	
Print Name:	Date:
Line Manager's Signature:	
Print Name:	Date: