

# JOB DESCRIPTION

**Post Title:** Care Assistant  
**Employer:** Hafod Care Association Limited  
**Responsible To:** The Registered Manager

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## MAIN OBJECTIVES OF THE POST

- To work as part of a team in meeting and maintaining the personal care needs of residents in a way that respects the dignity of the individual and promotes independence.
- To assist in the care of the residents' physical environment and in the general day-to-day activities of the Home.

## PRINCIPAL DUTIES

1. To participate in the working rota's, including evenings, weekends and Bank Holidays as necessary, for the efficient provision of care for all residents in a way that respects the dignity of the individual at all times.
2. To represent Hafod Care Association and promote the organisation positively.
3. To act in accordance with the Care Council for Wales Code of Practice for Social Care Workers at all times.
4. To encourage each service user within their capabilities to be as independent as possible and enable them to exercise informed choice taking into account any risk involved.
4. To assist residents who need help with washing, dressing, bathing and toileting.
5. To assist residents with their mobility and in the use of mobility aids and personal equipment.
6. To make and change beds and tidy rooms and maintain service users clothing.
7. To undertake domestic tasks to assist the smooth running of the Home.
8. To contribute towards the development of activities for residents in which they can join in and which will enhance their quality of life.
9. To act as Key-worker to a number of residents and be responsible for the care of those persons' rooms, clothing, emotional needs etc.
10. To contribute to the planning of care for individual service users and maintaining daily written reports on residents where appropriate.
11. To attend and contribute to the review of residents as directed by the Home Manager.
12. To comply with the Health and Safety policy and procedure of the organisation at all times.
13. To contribute to the protection of vulnerable adults from abuse.
14. To care for residents who may be temporarily sick and needing for example, changing minor dressings undertaken under supervision of the Community Nurse and Registered Person in Charge.
15. To set tables and trays, serve meals and assist with feeding where a resident may need help.
16. To answer assistance calls, telephones, take and pass on messages to the Line Manager or delegated deputy.
17. It may be required, from time to time, to care for residents who are dying.
18. To attend and participate in training and staff development programmes as identified in the annual staff appraisal system.

- 19. To assist in the administration of medication in accordance with Hafod Care Association's Medication Policy
- 20. To carry out other duties which may be required from time to time.

In addition to the above, Night Care Assistants must be able to respond to the needs of residents at night. Duties will include:

- 1. Carrying out regular checks of each resident at least every two hours, unless otherwise specified in their Care Plan.
- 2. To maintain care records and report observations.
- 3. To undertake domestic tasks to assist the smooth running of the Home.
- 4. To maintain the security of the Home at night.
- 5. To act in an emergency to notify emergency services, on call manager or other services/personnel/NOK as appropriate to the situation.
- 6. To provide, on request, hot drinks and snacks to residents

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The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

Signed.....Date.....  
Employee

Signed.....Date.....  
On behalf of Hafod Care Association

| <b>PERSON SPECIFICATION: CARE ASSISTANT</b> |  |   |
|---|--|---|
|   | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>                                |
| <b>QUALIFICATIONS</b>                       | *****  | NVQ Level II in Care Practice                   |
| <b>WORK EXPERIENCE</b>                      | Experience of working in a care setting.   | Caring for the elderly                          |
| <b>SKILLS</b>                               | Proficient verbal and written communication skills<br>Strong inter-personal skills                               | Empathic<br>Caring<br>Communication<br>Domestic |
| <b>SPECIAL APTITUDES</b>                    | Ability to work without supervision<br>Practical approach<br>Aptitude towards learning and personal development. | *****   |
| <b>PERSONAL QUALITIES AND ATTRIBUTES</b>    | Common sense<br>Tolerance<br>Understanding   | *****   |
| <b>OTHER REQUIREMENTS</b>                   | Able to work at short notice when required   | Good health record                              |

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS WHICH INVOLVE WORKING WITH VULNERABLE PEOPLE.

THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FORM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT

## **PAY AND CONDITIONS – RESIDENTIAL CARE ASSISTANTS**

1. The hourly rate for this position is **£5.69 - £6.64** depending on age and experience.
2. A cost of living rise is awarded annually.
3. The hours of work are negotiable by agreement with management.
4. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
5. Your paid holiday entitlement will be 5.6 weeks per annum.
6. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.