

JOB DESCRIPTION

1.	Post Title	CARE ASSISTANT
2.	Grade	As outlined on Contract of Employment.
3.	Location	463 Parrswood Road
4.	Brief overall description of the post	To create a homely and welcoming environment for the young people who are resident. To provide holistic care (including physical, emotional, social and spiritual care) to the young person. To work flexibly alongside the young people, supporting them in the manner that they choose. To facilitate and enable the young people to lead fulfilled lives.
5.	To whom directly responsible	Registered manager
6.	For whom directly accountable	Young People Self
7.	Any specific training / experience	Relevant qualifications. Previous experience of working alongside young people with complex health needs advantageous (specific in service training will be provided).
8.	Details of any particular or informal / extended links necessary to achieve tasks	To the young people To the Registered manager To Trust Director of Care and the Company Secretary To fellow members of the Care team To the other agencies involved in the young person's care.
9.	Major tasks – Generic Responsibilities	
9.1		To provide total care (physical, emotional, social and spiritual) for the young people. This may include feeding; washing; involvement in social and occupational activities; specific medical/nursing care; listening; giving information; and outings with the young person.
9.2		To contribute positively to the creation and sustaining of a caring, friendly and welcoming community environment, informal in nature and minimising institutional practices.

9.3		To respect and follow the young person's routine of care as outlined in their individual Care Plan. To ensure this information is current, accurate and legibly recorded both in the Care Plan and the Daily notes to enable clear communication. If it becomes necessary to amend the young person's Care Plan to negotiate this with the young person or appointed advocate and to liaise with other professionals involved with the young person's care.
9.4		To develop a good knowledge and understanding of the commonly used medicines of the young people who are resident. To participate in checking, and administering prescribed medicines and adhering at all times to the company Medicine Management policies and procedures.
9.5		To participate equally with other Care team members in general household duties, to facilitate the smooth running and family feel of 463. This includes washing and ironing linen and clothes; cleaning the bedrooms and communal area's; answering the telephone; offering hospitality to family visitors, preparing meals and other duties as reasonably required.
9.6		Organising the staff and daily activities for that shift and informing the next shift of relevant issues. To communicate with other staff (e.g. maintenance and administration) as needed during the course of the shift. To ensure the well being and harmony of staff on that shift and communicate any difficulties that are not addressed to the appropriate person.
9.7		To be conscientious and careful in the maintenance of accurate records of all types, written, verbal and computerised, and to ensure medical confidentiality is respected and protected at all times (it is important that all candidates have the required level of literacy and numeracy and satisfactory completion of medicine management and documentation assessments is a condition of employment.
9.8		To be aware of the health and safety needs of the young people, their relatives and friends and also other staff and adopt a preventative safety approach at all times. Report and record all accidents and incidents accurately.
9.9		To be aware of your health and safety responsibilities, as an employee of 463, and adhere to these wherever you are working.
9.10		To regularly update and maintain your knowledge of safety rules; fire drills; internal security; incident and accident procedures and adhere to these at all times.

9.11		To regularly update and maintain your knowledge of all policies and procedures and adhere to these at all times.
9.12		To be aware of the need to maximise the use of the resources of 463 and effectively meet the needs of the young people.
9.13		To be committed to the delivery of a quality service, keenly participating in any quality review measures in place at 463. To be responsive to feedback, actively seeking informal comments from the young people and/or their advocates, and show a positive and open-minded attitude to new initiatives.
9.14		To contribute positively to the cohesiveness and well-being of the 463 Care team. To regularly attend team meetings.
9.15		To be considerate and supportive of fellow Care team members, and other staff working for 463 and to participate in staff support and strategies provided, which includes group clinical supervision and debrief.
9.16		To value the skills and qualities other Care team members bring to 463 and to be prepared to work in a multi-skilled environment. To be open about your capabilities and limitations, sharing your particular expertise and learning new skills freely and willingly.
9.17		To welcome new members of the Care team in a positive manner and assist them to integrate into the Care team. To participate in the orientation programmes for new members of staff.
9.18		To adopt a positive and reflective approach to personal and professional development. To include successfully completing all competencies, medicine management and documentation assessments within the specified time frames, participating constructively in an annual performance review and supervision, to seek and utilise learning opportunities of all types to enhance your performance.
9.19		To promote the philosophy and practice of Francis House Families Limited and Francis House Family Trust.

10.	Major Tasks – Specific Responsibilities	
10.1		To continually seek to develop your practice and care.
10.2		To work your contracted hours each week, including unsociable hours (weekends, evenings and nights) as required, and eat midday and evening meals with the young people during your working hours.
	Please note:	The above outlines the duties required for the time being, and to indicate the level of responsibility. It is not a comprehensive or exclusive list – duties, which do not change the general character of the job or level of responsibility entailed, may be varied from time to time.
		This job description will be reviewed regularly, in line with the developing organisation and service specification, but any amendments made will follow consultation with the post holder.
		September 2015