

Job Description

Job Title:	Care Assistant
Grade:	Scale 3
Department:	Adults Commissioning – Operational
Division:	Adults Care and Support
Reports to:	Manager Residential Care
Responsible for:	N/A
Number of Posts Supervised/ Managed:	0

Job Purpose

Provide high quality care services to older people that will enable them to maintain their independence and confidence in all areas of daily living. Night Care Assistants work a waking night, this is not a 'sleeping in' role

Specific Accountabilities of the Role

- Assist residents with personal hygiene, toileting, and dressing.
- Complete client laundry including sewing of name tags and some minor repairs (sewing buttons)
- Emptying, changing, and hygienically cleaning personal care prosthetics such as colostomy and catheter bags, reporting any changes to wounds or bruising to the officer in charge
- Empty and sterilise commodes
- Making beds and changing bed linen
- Complete and update client personal care plan and risk assessments.
- As directed, assist with shopping – purchasing of personal care requisites
- Assist with preparation and provision of meals, snacks and drinks throughout the day and night as required.
- Assist with serving and eating of meals including support with feeding where required.

- Undertake routine domestic cleaning activities such as vacuuming, dishwashing, mopping and cleaning of bedroom, kitchen and bathroom surfaces keeping all areas hygienically clean and tidy
- As directed and supervised, assist with occupational therapy and activity sessions such as reading / conversation / light exercise / playing games and quizzes
- Attending client meetings as and when required

Special Requirements of the Role

To undertake the requirements of a flexible staff rota operating from 7.15am-10pm seven days per week. Covering weekends and Bank Holidays

To undertake physical and practical tasks e.g Personal Care, Preparation of meals and Domestic tasks

To support people in all areas of daily living and support in the provision of end of life care.

Statutory requirements

This role will require an enhanced DBS check

General Accountabilities and Responsibilities

Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

Project management

Undertake assigned projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

General Accountabilities and Responsibilities (All roles)

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution (including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees' Code of Conduct), Information Security Policies, Social Media Policy and other requirements of the Council.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.

- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies and comply with the Equality Act 2010.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

Person Specification Template

Post Title	Day / Night Care Assistant	Grade	Scale 3
Section, Division	Adults commissioning Operation, Adults Care and Support	Date of Person Specification	30/12/22

Job Requirements		Essential Criteria	Method of Assessment	Job Requirements		Essential Criteria	Method of Assessment
Education, Training and Qualifications	NVQ Level 2 in Care/Promoting independence or ability to achieve this (or equivalent QCF qualification)	E	AF1	Knowledge, Skills and Experience	Caring for the elderly (informal or formal) In a person centred manner	E	AF2/I
	Willingness to undertake continuous professional development to comply with the requirement of the job				Ability to use a variety of electronic IT systems including email, word processing and intranet.	E	AF3/1
					Ability to work with risk assessments and care plans in a care setting	E	AF4/I

					Ability to effectively manage all elements of the post including record keeping	E	I
Communication, Contacts and Relationships	Ability to develop effective relationships with older people and with colleagues and professionals	E	AF5/I	Equalities and Diversity	Understanding and commitment to the principles of Equalities and Diversity within the workplace and in the delivery of service in line with legislation and council policy	E	I
	Effective communication skills, both verbal and written and the ability to be concise and clear when recording and communicating with others .	E	I		An attitude towards others based on respect, dignity and equality	E	I
	Able to work effectively as a team member						
Creativity and Innovation	Ability to provide personal care and support to clients with a wide range of needs, illnesses and disabilities	E	I	Resources, data protection and information governance.	Understands confidentiality policy and practice	E	AF6/I
					Ability to effectively prioritise and manage a	E	I

Supervision / Management of People				Work Demands and Decisions	number of issues at the same time.		
	Deliver I am responsible for my actions, make decisions and can explain why I made them.		AFV1				
	Respond		I				
	Inspire		I				
	Value Understands my role and the part I play to contribute to the change the borough for the better		AFV2				
Engage I speak up constructively and with respect when I think things need to improve		AFV3					
Any additional factors e.g. specialist “know how”							
Criteria	E - Essential (only use Essential Criteria)			Method of Assessment	AF - Application Form		
	DWP “Disability Confident Employer” Accreditation Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job. Armed Forces Community Covenant All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job.				C - Assessment Centre		
					I - Interview		
					T - Test		
					W - Workplace Assessment or job trial		
					O - Other (please detail below)		

Barking and Dagenham Council employees



Deliver

I get the basics right and keep learning to develop my skills.

I work with my team and others to get things done, and never leave a problem unsolved.

I am responsible for my actions, make decisions and can explain why I made them.



Respond

I am professional and polite in every contact I have with residents and customers, leaving them always with a good impression of the council.



Inspire

I see it as my personal responsibility to maximise the satisfaction of customers; treating customers fairly, professionally and transparently.

I take pride in my work, and represent the council in a positive way, sending the right message to residents, customers and partners in the way I communicate and behave.



Value

I understand my contribution and the part I play to change the borough for the better.



Engage

I speak up constructively and with respect when I think things need to improve.