#  JOB DESCRIPTION

**JOB TITLE:**

**Health Care Assistant**

**RESPONSIBLE TO:**

**Care Supervisor**

# Job Summary

To provide care and support services to clients attending the Laurel Hine Centre, to include personal care, companionship, safety and support checks, sitting, social visits,

# Key Responsibilities

* To provide support and care to clients attending the Laurel Hine Centre. It is expected that that flexibility is offered to Laurel Hine Centre in order to meet the demands of the service.
* To maintain care skills and keep updated in line with Laurel Hine Centre training matrix and policy, all training is compulsory for staff for development and in order to maintain delivery of a high-quality service.
* To complete all mandatory training and attend regular training updates.
* To be friendly face for each client treating them as individuals delivering care and support according to their individual needs and care plans and that clients rights are protected.
* To be work under own initiative but also be part of Laurel Hine Centre team ethos developing effective working relationships with employees and management.
* To ensure all electronic time management and recording is completed in line with Laurel Hine Centre processes and policies.
* To ensure you are familiar with individual care needs as outlined in care plans and ensure all documentation is completed thoroughly in order to minimise risk.
* Assist in the implementation and maintenance of the standards required by legislation related to Laurel Homecare.
* Report any changes in client needs to the care supervisor/care co-ordinator.
* Recognise the need to contact the care supervisor. Care coordinator, GP, District nurse or next of kin and take appropriate action according to Laurel Hine Centre policies if the client is ill, missing, or suspected dead.

**Carer duties to Include:**

(not in any order of priority)

*Personal care for example:*

* Bathing/showering/washing including all aspects of personal hygiene
* Getting up and assisting clients back to bed
* Promotion of continence and management of incontinence including catheter bag care
* Assisting with dressing/undressing and personal grooming
* Assisting with mobility and rehabilitation including transferring clients using specialised equipment according to moving and handling risk assessment guidelines

*Financial transactions for example:*

* Maintain receipts and records of all financial transactions according to Laurel Hine Centre policies and completion of relevant forms in order to account for how and why money has been spent.

*Social care for Example:*

* Providing main carers relief
* To display sensitivity and an ability to listen to clients individual needs/hobbies and where possible provide support to maintain their needs
* Provide stimulation and plan activities

*Communication for example:*

* To observe and report and feedback any areas of concern to care supervisor/care coordinator.
* To attend staff meetings
* To attend supervision meetings
* To attend reviews.

This list of duties and responsibilities is not exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification. I confirm I have read and understand this job description

Name of post holder …………………………………..

Signature …………………………………..

Date …………………………………..