

## Job Description – Care Assistant



### WILLOW TREE LODGE

**Mission Statement** - To show care, respect and support to our staff, enabling us to become an employer of choice in the local area

**Accountable to:** Home Management

**Name:** .....

**Role:**

- Provide and promote effective and efficient quality of care for all residents according to their care plan
- Be responsible for recording and completing residents' daily records on Nourish
- Carry out regular checks of residents
- Provide effective hygiene practices to all residents, including clinical, personal and day to day care
- Communicate in a professional manner with all visitors, staff and residents at all times
- Establish a good working relationship with all residents, their families, staff and professionals attending the Home
- Respect the residents right to privacy at all times
- Keep up to date and ensure attendance at all mandatory and necessary training, both in-house and outside training agencies
- Familiarise yourself with all Home Policies and Procedures when released
- Work as an effective member of the team
- To attend all team meetings
- Undertake any other reasonable duties as required

**Attitudes:**

- Compassionate to work colleagues and customers alike
- Accepting of challenges and change within the workplace
- Respecting others regardless of gender, race, religion and disability
- Show empathy in difficult situations
- Act professionally at all times
- Flexibility to change shifts as and when required
- To be punctual at all times

**Qualifications:**

- Level 2 NVQ in Health and Social Care or willing to complete

Other areas agreed in discussion with employee:

Signed by employee: ..... Date: .....

Signed by Manager: ..... Date: .....

Copy retained by employee. Yes ( ) / No ( )