

JOB DESCRIPTION

JOB TITLE: Healthcare Assistant

REPORTING TO: Assistant Manager/Registered Nurses/
Senior Healthcare Assistants

JOB PURPOSE: To assist in the provision of care and work as part of a team to achieve required standards. To ensure residents retain their dignity and individuality. To be involved in the general activities of the home.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- * Genuine interest in working within a caring environment
- * Ability to communicate effectively at all levels
- * Team player
- * Willingness to participate in Vocational Training Programmes
- * Satisfactory Police Check and check against the DBS List

Desired:

- * Relevant Vocational Qualification (achieved / working towards)
- * Experience of working with the elderly especially dementia

MAIN RESPONSIBILITIES

Care:

- Ensure the highest possible levels of care are maintained by supporting/assisting residents, when required, with washing, toileting, dressing, undressing, and all other aspects of daily living.
- Assist residents in all aspects of their care needs (e.g. physical, emotional and spiritual). Provide attention when needed, whilst ensuring residents retain their comfort and dignity.
- Pay particular attention to assisting residents who have limited mobility, or physical difficulties, making the best use of aids provided.
- Closely monitor residents who are confused and / or who have behavioural problems.
- Assist in the daily promotion of continence.
- Assist in the delivery of care for residents who are dying or who have a progressive illness.
- Observe care planning needs for residents and complete written daily records as instructed and in line with the Company's policies and procedures.
- Assist in framework of social activities by interacting with residents and helping them continue with hobbies and activities in the home.
- Answer the call system, giving assistance as required. Answer the door and telephone appropriately. Respond accordingly, and pass on messages promptly.



- Under the supervision and guidance of senior care staff, report on the well-being of residents.
- Carry out regular checks on residents at intervals determined by senior staff members.
- Make Visitors feel welcome. Provide refreshments/assistance as and when required.
- Make and change beds, ensuring that rooms are clean and tidy, and commodes are empty, in line with the home's disposal of waste policy. Ensure the home's resources are used appropriately.
- Clean and maintain equipment used by residents / Relatives e.g. wheelchairs, hearing aids, spectacles etc. Ensure the Home is kept clean and tidy, in line with the Company's attention to detail philosophy.
- If applicable, care for residents' clothing and rooms as named, and ensure that all clothing is recorded and clearly marked.
- Ensure full privacy and dignity is maintained for the dying and the bereaved, in line with the home's policies and procedures.
- Assist Clients who need help during meal times (be aware of swallowing difficulties, dietary requirements etc). Assist with serving of food / drinks as requested / required. Wash up as requested / required.
- Escort residents travelling to and from the home e.g. on social outings, hospital visits etc.
- Practice maximum integrity in all dealings with residents' personal and financial affairs, and avoid abuse of the privileged relationship that exists with residents.

Additional requirements for night staff

- To provide **wakeful** night duty cover in the home.
- To undertake certain domestic duties that can only be performed during the night hours.
- To be appointed "person in charge" in the absence of senior staff.
- Carry out regular checks around the home at intervals determined by the home manager and with due regard for resident' privacy.
- Carry out regular checks on the building with special reference to fire protection.
- Answer emergency bells, assess the situation, deal with the resident seeking help or call upon the "sleep-in" or "on-call" staff.
- Assist residents who need help, reassurance or comfort.
- Assist residents preparing for bed and waking in the morning as requested by the resident or directed by senior staff
- In the time available between attending to residents, undertake domestic duties primarily in the fields of laundry, ironing, or cleaning as directed.



**Communication:**

- Participate in Staff and resident meetings as and when required.

Training & Development:

- Maintain professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.
- Participate in relevant NVQ training to achieve required qualifications.

Health & Safety:

- Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
- Understand, and ensure the implementation of, the Home's Health and Safety policy, and Emergency and Fire procedures.
- Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Promote safe working practice within the home.

General:

- Promote and ensure the good reputation of the home.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Ensure the security of the home is maintained at all times
- Adhere to all Company policies and procedures within the defined time scales.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Huntington House reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing. Please note that you share with Huntington House the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Shift Patterns for Healthcare:

Early 8am – 2pm

Late 2pm – 8pm

Long Day 8am – 8pm

Twilight 6pm - 10pm (Huntington House) 4.30pm – 10.30pm (Langham Court)

Wakeful Nights 8pm-8am

Contracted hours are flexible to the needs of the business

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