

Montana Home Care Ltd

Job Description – Care Assistant

Job Purpose

Under the supervision of the Director, Care Manager or other competent person assists in the safe and efficient delivery of personal, practical and social care to the company's clients. Observes at all times the code of conduct for social care workers as published by the Scottish Social Services Council.

Key Tasks

1. Care to Clients
2. Support services

Duties and Responsibilities

1 Care to Clients

- 1.1 Assists in the assessment procedures for new clients.
- 1.2 Reviews and becomes familiar with the Personal Care Plan for the client.

Assists clients with:

- personal hygiene requirements;
- the management of incontinence;
- bathing in bed or bathroom;
- care of pressure areas;
- looking after skin, teeth, mouth, hair and nails;
- positioning and movement of immobile clients.
- Medication, where this is covered (together with the type of assistance) in the client's Personal Care Plan

- 1.3 Provides assistance with toileting, and the cleaning and emptying of commodes.
- 1.4 Assists clients with physical activity, as needed, e.g. dressing, undressing, walking, sitting, passive exercises etc.
- 1.5 Positions clients correctly in bed or in a chair, referring at all times to the risk assessment for guidance in accordance with the company's manual handling policy.

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- 1.6 Assists clients to eat and drink, as needed, being aware of nutritional needs and cultural requirements; reports any unexpected inability or desire to eat or drink.
- 1.7 Ensures that any significant changes to a client's health and emotional condition are communicated to the Manager or Area Co-ordinator without delay.
- 1.8 Supports the community nurse (or other competent person) in delivering care to a dying client, offering support to relatives and friends.

2 Support Services

- 2.1 Actively participates in the delivery of **support services** as identified in the client's Personal Care Plan.

Such duties may include:

- food and drink preparation;
- laundry, general cleaning and housekeeping duties;
- participating with the client in social, leisure and recreational activities;
- talking with clients, and acting as a "companion";
- accompanying the client on trips out;
- shopping;
- assisting the client to manage his/her personal affairs;
- collecting pension or other benefits;
- paying bills;
- helping the client maintain contact with family and friends.

- 2.2 Maintains accurate records in respect of care given, tasks undertaken, monies transacted etc.
- 2.3 Participates in meetings, reviews etc where the care worker's direct knowledge of the care of the client is an essential element in the process.

This job description aims to provide you with an accurate and concise summary of the job and its main duties and responsibilities. However it is not intended to be restrictive or absolute.

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Key Personal Responsibilities

- Carrying out duties at all times in a manner consistent with the code of conduct issued by the Scottish Social Services Council and which specifically protects and promotes the independence, dignity and respect of the client;
- Protecting the confidentiality of all information relating to a client, or a client's family, and not divulging such information to anyone who is not authorised to receive it;
- Carrying out duties at all times in a courteous, caring and sympathetic manner;
- Carrying out duties at all times in a manner which has appropriate regard to the health, safety and welfare of both themselves and others and reports to the client, Care Manager (or other Competent Person) any equipment that is, or is thought to be, not in good working order;
- Working with, and communicating information about the condition (or change in condition) and welfare of clients to relatives and carers, other agencies and professionals, such as District Nurses, GP's, involved in the care process, in a responsive, timely and appropriate fashion;
- Respecting the beliefs and dignity of the clients and their relatives at all times;
- Being conversant with company policies, e.g. health and safety, administration of medicines, confidentiality etc;
- Reporting any complaints, accidents, problems or untoward occurrences to a competent person;
- Participation in ongoing staff meetings and training, including SVQ in Care, health and safety, manual handling, etc.
- Keeping the company informed of any change in circumstances which may impact his/her employment, including any new offences (including motoring offences) for which he/she may have been cautioned, reprimanded or convicted.