



Health Care Assistant / Team Leader

JOB DESCRIPTION

JOB TITLE: Health Care Assistant / Team Leader

REPORTING TO: Residential Unit Manager, Senior Management Team

JOB PURPOSE: To provide high standards of care to all residents at all times as directed by, and under the supervision of the Residential Unit Manager.

RATE OF PAY:

Team Leader: £9.35 per hour

**Pay rates to be reviewed April 2019*

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- Enthusiastic
- Good communication and organisational skills
- Team player
- Ability to work on own initiative
- Friendly, creative and confident
- Genuine interest in working with the people with Learning Difficulties
- Have life skills
- Be able to promote independence
- Satisfactory DBS check against the POVA List (where applicable).

No formal qualifications are required to undertake this role as appropriate training will be provided

Desired:

- Previous experience working within the Care Sector, particularly with people with Learning Difficulties
- Qualification in Health & Social Care
- Flexible approach towards working routines

MAIN RESPONSIBILITIES

1. Administer medication to residents as directed by administration records
2. Liaise with Multi-Disciplinary teams & families, having input into care reviews as they come around
3. Where assigned, act as shift leader, directing and taking responsibility for those working under you
4. Ensure all required paperwork and documentation is up to date
5. Provide high standards of care to all residents at all times
6. Attend to the comfort, personal appearance and hygiene of residents at all times including dressing and undressing, toileting, bathing, combing hair, assisting with dentures and hearing aids.
7. Take and document observations of residents, including weight, food and liquid intakes/outputs. Complete charts and care records as directed.
8. Tidy residents rooms and cupboards, keeping clothing and possessions in order

9. Make beds and change bed linen. Dispose of soiled linen in accordance with Home procedures. Bag linen and clothes and wash in accordance with infection control policies and procedures.
10. Help to create an atmosphere that suits individual Residents within the Home
11. Assist with fundraising

Communication:

12. Report any changes in Residents' physical or emotional condition to the Home Manager or Person in charge.
13. Provide comfort and company, on a one-to-one basis, for Residents who are unable to undertake any form of activity.
14. Participate in Staff and Resident meetings, as and when required.

Marketing:

15. Actively market the Care Home and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Home at all times.

Training & Development:

16. Attend mandatory training days/courses, on or off site, as and when required.
17. Maintain professional knowledge and competence.

Health & Safety:

18. 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.
19. Understand and comply with all statutory and legal requirements which are relevant such as Health & Safety, Emergency and Fire Procedures, COSHH, all aspects of the Care Standards Act, have a clear understanding of Infection Prevention and Control policies, procedures and measures to maintain a safe environment throughout the home.
20. Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
21. Promote safe working practice in the Care Home.

Safeguarding:

22. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with, and adherence to, the Croft Care Trusts Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency.

Data Protection:

23. In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Confidentiality:

24. Croft Care Trust attaches the greatest importance and confidentiality to resident, staff, health data and other data it holds. All data should be treated as confidential and should only be disclosed on a need to know basis.

Some data may be especially sensitive and is the subject of a specific organisational policy, including personal information relating to the diagnosis, treatment and/or care of patients, individual staff records

such as gender reassignment, and some disabilities, such as HIV status and mental health conditions and details or business information such as contract prices and terms.

Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that Croft Care Trust attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the seven information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

- i. Justify the purposes of using confidential information
- ii. Only use it when absolutely necessary
- iii. Use the minimum that is required
- iv. Access should be on a strict need to know basis
- v. Everyone must understand his or her responsibilities
- vi. Understand and comply with the law
- vii. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

General:

25. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to work, and also on your return to work from all periods of absence.
26. Ensure the security of the Care Home is maintained at all times.
27. Adhere to all Company policies and procedures within the defined timescales.
28. Ensure all equipment is clean and well maintained.
29. Carry out any other tasks that may be reasonably assigned to you.