

The Graylyns Residential Home

Tel: 01348 840582



POSITION: Care Assistant & Night Care Assistant

RESPONSIBLE TO: Andrew Jones, Register Manager

PURPOSE OF POSITION:

- To share with other staff in meeting the personal needs of Service Users in a way that respects the dignity of the individual and promotes their independence.
- To help with the care of the Service Users physical environment and in the general day to day activities of the Home.

Essential

- A genuine care for others.
- A good level of communication.
- The ability to follow instruction.
- The Ability to understand what the role entails.
- To be Flexible and available to support all the needs of The Home.

Desirable

- Previous experience within the care sector
- To drive and have own transport.

PRINCIPLE RESPONSIBILITIES

- Promote, Encourage and Assist the Service User(s) with their physical care in a respectful and dignified manner. This includes but is not limited to:
 - Dressing and Undressing,
 - Bathing and Showering,
 - Toileting needs,
 - Mobilising around their home environment,
 - Assisting to feed and drink.
- Promote, Encourage and Assist in the Service User(s) in meeting their emotional well-being through physical activity and interaction. This includes but is not limited to:
 - Talking and Listening,
 - Day Trips,
 - Reading and Writing,
 - Arts and Craft,
 - Beauty Treatments i.e., hairdressers, painting of nails.
- Providing Specific Care (at specific times) to Service User(s). This includes but is not limited to:
 - Bed Nursing,
 - Minor dressings and wound care,
 - Palliative and end of life care.

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Company No. 9445488

- General domestic duties in and around The Home. This includes but is not limited to:
 - Making and changing beds,
 - Cleaning/Tiding rooms,
 - Cleaning skinks, toilets, and emptying commodes.,
 - Vacuum cleaning,
 - Mopping floors,
 - Dusting,
 - Tiding chest of draws and wardrobes.
 - Dusting.
 - Cleaning and tidying the dining area.
 - Washing down tables,
 - Setting Dining Tables,
 - Brushing and mopping the floor.
 - Cleaning and tidying the communal living areas.
- Laundry duties. This includes but is not limited to:
 - Cleaning – See Specific Cleaning Rota,
 - Washing and Drying clothes,
 - Ironing,
 - Carrying out simple mends of clothing.
- Kitchen Duties. This includes but is not limited to:
 - Preparing meals as to a 4-week set menu,
 - Serving meals and fluids
 - Cleaning the kitchen after every use - See Specific Cleaning Rota,
 - Washing-up
- Answering the Door and Telephone.
- Greeting visitors (If applicable)
 - following the policies and procedures in place.
- Read and write reports. This includes but is not limited to:
 - Daily Care Logs,
 - GP notes,
 - Body Mapping
- Keep up to date with one's own Personal Professional Development (PPD). This includes but is not limited to:
 - take part in:
 - Staff Meeting,
 - Supervision,
 - Appraisals,
 - Complete training, which is sent to you,
 - Attend any training sessions as arranged for you.

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- Be aware of and keep updated on all Homes' Policies and Procedures in relationship. This includes but is not limited to:
 - Health and Safety,
 - Fire precautions and fire drills,
 - Infection Control,
 - Confidentiality and Conditions of Employment.
- Such other duties as may reasonably be required.



Reviewed and Updated: 09/02/2022

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