

The Graylyns Residential Home

Tel: 01348 840582



POSITION: Care Assistant & Night Care Assistant

RESPONSIBLE TO: Andrew Jones, Register Manager

Role Purpose

The Care Assistant will provide compassionate, high-quality care and support to vulnerable adults with a range of mental health needs, with a primary focus on individuals living with dementia.

The role involves assisting with personal care, daily living tasks, emotional wellbeing, and meaningful activities, while promoting independence, dignity, and respect always.

It also includes basic food preparation, domestic cleaning, and laundry tasks to ensure the comfort and wellbeing of residents.

Person Specification

Essential:

- Genuine compassion, patience, and respect for individuals with dementia and mental health needs.
- Ability to communicate effectively and empathetically, both verbally and non-verbally.
- Willingness to undertake relevant training, including dementia care, safeguarding, and food hygiene.
- Flexible and reliable with a strong work ethic.

Desirable:

- NVQ/QCF Level 2 in Health & Social Care or working towards it.
- Previous experience in dementia care or supporting individuals with mental health conditions.
- Knowledge of person-centred dementia care approaches

Key Responsibilities

1. Person-Centred Care

- Support residents in line with their individual care plans, adapting approaches to suit their needs and preferences.
- Provide personal care including washing, dressing, toileting, and mobility assistance in a dignified and respectful manner.
- Assist with meals, ensuring residents receive adequate nutrition and hydration.

2. Dementia & Mental Health Support

- Use effective communication techniques tailored to residents with dementia and other mental health conditions.
- Respond calmly and compassionately to distress, confusion, or changes in behaviour.

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The Graylyns Residential Home, Letterston, Pembrokeshire, SA62 5UD

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- Support residents in maintaining social connections, participating in activities, and engaging in life-enriching experiences.

3. Observation & Reporting

- Monitor residents' wellbeing and mental state, promptly reporting any changes or concerns to senior staff.
- Maintain accurate and up-to-date care records, in line with organisational and regulatory requirements.
- Support the safe administration of medication if trained and authorised.

4. Catering & Food Preparation

- Assist with basic food preparation and plating meals, following residents' dietary needs and preferences.
- Support safe food handling practices in line with food hygiene regulations.
- Assist with serving drinks and snacks to residents throughout the day.

5. Domestic Duties

- Carry out general cleaning tasks to maintain a safe, tidy, and welcoming environment within the home.
- Help with tidying resident rooms, communal areas, and other parts of the home as needed.
- Ensure infection control measures are followed in all cleaning activities.

6. Laundry Tasks

- Undertake basic laundry duties, including washing, drying, ironing, and returning clothing and linens to residents.
- Ensure residents' clothing is cared for respectfully and any damaged items are reported.

7. Safeguarding & Safety

- Protect residents from harm by following safeguarding policies and raising concerns appropriately.
- Maintain a safe, clean, and comfortable environment for residents.
- Adhere to infection control, health and safety, and confidentiality policies always.

8. Teamwork & Professionalism

- Work collaboratively with colleagues, healthcare professionals, and family members to ensure continuity of care.
- Attend training sessions and team meetings to maintain skills and contribute to service improvement.
- Have a working knowledge of, and work in accordance with, the company's policies and procedures, if appropriate and required.
- Uphold the values of the organisation, acting as a positive role model for respectful, inclusive care.

9. Such other duties as may reasonably be required.

Reviewed and Updated: 08/08/2025.

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