

## ELMFIELD HOUSE.

### JOB DESCRIPTION.

**Job title:** Care worker.

**Reports to:** Manager and senior carers.

**Responsible for:** No other staff unless you are designated shift leader.

#### Qualifications required:

Ideally level 2 NVQ or diploma. Must be willing to work towards this.

Completion of all mandatory training.

If new to care sector completion of the Care Certificate must be done.

#### Deputising:

The care worker is appointed to ensure that the holistic needs of the residents are being met. You are expected to use your own initiative and ensure that all daily tasks are completed to the highest standard and to ensure that the residents are comfortable and their needs met. You must communicate with your colleagues to ensure that all expected tasks are completed.

To follow the instructions of senior members of staff and allocated tasks as determined on your task sheets.

#### Care:

To assist the Home Manager and seniors as follows:

- To create a warm, friendly and welcoming atmosphere and manage facilities so as to provide the highest standard of physical and emotional care; to enable residents to exercise freedom of choice and encourage self- help, mutual support and independence as far as is practical for each resident.
- To ensure that residents are provided with proper facilities to meet their social and welfare needs. To promote and organise appropriate stimulating activities within the home and encourage all residents to participate in such activities.
- To report any concerns or issues to the senior or manager immediately so that they can ensure medical, dental and other health services are available for residents and are used in a manner that will be most beneficial to them. To liaise with practitioners

and prepare reports, notes or other paperwork which may be required for such purposes. The medical welfare of our residents is of upmost priority therefore please ensure that all medical needs are met and attention sought when needed.

- To ensure that allocated daily life records, food/ fluid charts, MAR charts, bath/ shower rotas, positional charts and other relevant paperwork is completed promptly ad to the expected standard.
- To carry out all duties as delegated from time to time by the home manager or seniors. To be aware of and comply to legislations and statutory regulations relating to care of the elderly.

### **General responsibilities:**

To meet the personal care needs of our residents in a way which takes into consideration person- centred care and respects the dignity of the individual and which promotes independence.

To promote a friendly and welcoming atmosphere at all times.

To respect our resident's rights to privacy, dignity and choice.

To help in the promotion of the resident's social, physical and emotional well-being.

To promote and participate in stimulating activities with our residents on a daily basis.

To answer resident's call bells promptly and attend to their care needs as directed.

To attend and participate in regular staff meetings.

To assist with the induction of new staff as and when needed.

To assist with the toileting needs of residents as and when needed.

To provide end of life care of residents when necessary.

To attend to the increased needs of any residents who are unwell.

To accurately record information about our residents in the correct place and in accordance with the homes policies and procedures.

To read and keep up to date with the home's policies and procedures which are updated annually. You must follow and adhere to the information contained in these policies and procedures and ensure that you always work in a way promoting best practice.

To read the care plans of all residents so that you are familiar with their needs and preferred delivery of care.

To attend regular supervisions and annual appraisals as requested by the home manager.

To carry out general housekeeping duties as and when needed. Night staff to complete allocated cleaning duties on a nightly basis as directed on task lists.

To complete mandatory training upon induction, as well as in-house refresher training and annual updates. The manager may request you to complete other training courses if it is felt this will help you progress within your job role.

To report any concerns which you may have about our residents and other colleagues to the manager who will deal with them according to the home's policies and procedures.

To ensure that you are punctual to work and in your work duties.

To report sickness promptly (ideally the day before) and to complete a self- sickness certificate and attend a back-to-work interview before the start of your next shift. This will be conducted by the senior or manager on duty.

This is not an exhaustive description of the duties and responsibilities of a care worker at Elmfield House. The post holder is expected to carry out any other reasonable requests by the home manager.

Please read and sign that you have understood this document and that you agree to the expected roles and responsibilities of a care worker.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_