JOB DESCRIPTION

Job Title: Care Assistant (Days & Nights)

Location: Adelaide House, 24 Adelaide Park, Belfast, BT9 6FX

Council: Social Witness (Older People Services)

Salary Scale: £12.90 per hour (no NVQ)
£12.96 per hour with NVQ/QCF Level 2 in Health and Social Care
£13.00 per hour with NVQ/QCF Level 3 in Health and Social Care

Hours: Full time and part time hours across days & nights

Day shifts: 8am–2pm, 8am–8pm

Night shifts: 8pm–8am

(Hours to be worked flexibly across the rota)

Responsible to: Service Manager

MAIN FUNCTION OF JOB

To provide care and support for residents within the Christian ethos and aims of Adelaide House.

BACKGROUND INFORMATION

The Council for Social Witness (Older People Services) is part of the work and witness of the Presbyterian Church in Ireland and its aim is to provide care for older people in a specifically Christian ethos and environment, placing great emphasis on offering spiritual support and encouragement to residents, as well as physical care.

Adelaide House is one of 6 homes for older people run by the Council for Social Witness (Older People Services). The Home accommodates 45 residents who have a variety of physical, social, emotional and spiritual needs and varying levels of dependency.

The Home operates a No Smoking Policy

RESPONSIBILITIES AND DUTIES

- To be a Key Worker/Primary Worker to residents
- To help residents with dressing/undressing where necessary.
- To help residents with toileting/bathing where necessary.
- To take residents to and from the dining room when required.
- To accompany residents to hospital, clinic etc when necessary.

- To accompany residents on short walks.
- To encourage residents to be as active and as independent as possible.
- To carry out all care tasks with respect for the residents' privacy and dignity.
- To give residents maximum choice over their lifestyle and affairs.
- To help residents exercise their rights as a citizen.
- To take part in social and recreational activities within the home which are designed to promote residents' fulfilment.
- To assist with the administration and distribution of resident's medication as appropriate.
- To assist senior staff with the assessment of and care planning for resident's needs.
- To refer enquiries about residents to the Manager or Senior Care Assistant.
- To carry out all duties in a sensible, responsible and mature manner.
- To carry out any other reasonable duty which is necessary for the support and well-being of the residents.
- To take part in staff meetings within the home.
- To take part in any training sessions held in the home.
- To treat all matters confidentially.
- To be prepared to undertake NVQ training.
- To contribute to the overall Christian ethos of the home.

In carrying out the duties of Care Assistant the person will require the following:

- To be in sympathy with the Christian ethos of the Presbyterian Church in Ireland.
- To have integrity, honesty and patience.
- To have an understanding of the needs of the elderly in a residential situation.
- To have an even temperament.
- To have an ability to treat residents as individuals and tolerate their likes and dislikes.
- To have an ability to work as a member of the caring team.
- To respect the authority and direction of the senior members of staff in the Home

This job description is intended to be neither definitive nor restrictive and can be changed or augmented at any time to meet changing needs.