JOB DESCRIPTION

Job Title: Care Assistant

Location: Lawnfield House, 5 King Street, Newcastle, BT33 0HD

Council: Social Witness, Disability Services

Salary Scale: £12.40 per hour (no NVQ)
£12.46 per hour with NVQ/QCF Level 2 in Health and Social Care
£12.50 per hour with NVQ/QCF Level 3 in Health and Social Care

Hours: Post 1: 37 hours (Days) - maternity cover
Post 2: 12.33 hours (Days)
Post 3: 37 hours (Nights)

Responsible to: Service Manager

MAIN FUNCTION OF JOB

To be responsible, through management and staff leadership, for promoting and ensuring the highest standards of care, in compliance with statutory requirements to meet the physical, social, emotional and spiritual needs of the residents with the Christian ethos of Lawnfield House.

Background Information

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

Lawnfield House is registered with the RQIA to provide residential respite care for up to 20 residents who have a learning disability; physical disability; sensory impairment or is an older person.

The Home operates a No Smoking Policy.

RESPONSIBILITIES AND DUTIES

CARE OF RESIDENTS

1. Assist with the daily care of the residents, helping residents with all aspects of personal care where necessary, to ensure their needs are met, respecting their privacy and dignity.
2. Encourage residents to be as active and as independent as possible.
3. Accompany residents to hospital, clinic etc., or on short walks as directed.
4. Ensure vigilance is exercised at all times in relation to the health, safety and well-being of residents.
5. To administer resident's medication after appropriate training.
6. To complete appropriate written records as required.
7. To promote and take part in social and recreational activities within the home, which are designed to enhance quality of life.

REQUIREMENTS

1. To ensure compliance with the Presbyterian Council for Social Witness policies and procedures.
2. To attend mandatory training.
3. To adhere to the Christian ethos of the home (e.g. in terms of language and conduct).

ADDITIONAL DUTIES

To undertake any other relevant duties, which may be required. Duties may include week-end working and being on call, on a rota basis, at night and at week-ends.

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