

Company Name: ELM LODGE

Policy No: 01-1303	Authorised:	Date:29.9.2016
JOB DESCRIPTION - CARE ASSISTANT (DAY SHIFT)		

JOB TITLE: Care Assistant - Day Shift

ACCOUNTABLE TO: Proprietor / Senior Care Assistant

RESPONSIBILITIES:

1. To assist in the daily care of the service users, helping with dressing / undressing, washing, bathing and personal hygiene where necessary.
2. To help service users with problems of mobility and other physical disabilities (e.g. incontinence), helping with the use of disability aids and caring for the same, where appropriate.
3. To help with the organisation of social activities, and to participate in them to help promote service users' esteem and physical and mental well-being. To accompany service users on community visits where required and as duty rotas permit.
4. To help with the setting up of the dining room / meal trays in readiness for meal-times.
5. To help serve food, assisting service users with eating and drinking as required. To prepare light meals and snacks if required, liaising with kitchen staff as necessary.
6. To help clear up the dining room after meals, ensuring all dirty cutlery, crockery and utensils are returned to the kitchen.
7. To help make and change beds, and assist with light domestic duties such as tidying rooms, dusting, polishing, cleaning windows (internal surfaces) and emptying commodes as may be required.
8. To collect service users' dirty clothing and take to the laundry, and return laundered and ironed clothes to the service users. To assist service users with the completion and subsequent checking-off of their Laundry Lists as required. To inspect and mend / darn clothing where practical.
9. To monitor service users' conditions, and report any changes to the Senior Care Assistant / Person-in-Charge as necessary.
10. To help maintain a safe and healthy environment in the Home with due regard to appropriate Food Hygiene and Health & Safety Regulations. To report all accidents to the Senior Care Assistant / Person-in-Charge.
11. To read and write reports, and to participate in staff and service users' meetings as appropriate.
12. To participate in training activities / course, as directed by senior staff.
13. To assist with End-of-Life Care for service users who are terminally ill.
14. To undertake other duties, as necessary.

SIGNATORIES:

Job Holder: _____
(Name) (Signature) (Date)

Manager: _____
(Name) (Signature) (Date)