

JOB DESCRIPTION

1. JOB DETAILS

Please complete all details below apart from the job reference and note that the job holder(s) should not be named on this form. It is intended that job descriptions will be anonymous for banding purposes. The HR Team will devise a confidential system to link job holders with their job descriptions and accordingly will complete the job reference.

| | |
|--|-----------------------------|
| Job Title: | Care Assistant |
| Immediate Senior Officer/Line Manager: | House/Home Manager |
| Departments: | Erskine/Edinburgh/Park Home |
| Division: | Care |
| Job Reference: | CD0009 |

2. JOB PURPOSE

To participate as part of a team in providing personal care to our residents to enable them to live as full, active and independent life as possible.

Care Assistant role will assist with the planning and delivery of relationship-centred care to ensure that personal, physical, emotional, social and spiritual needs are met.

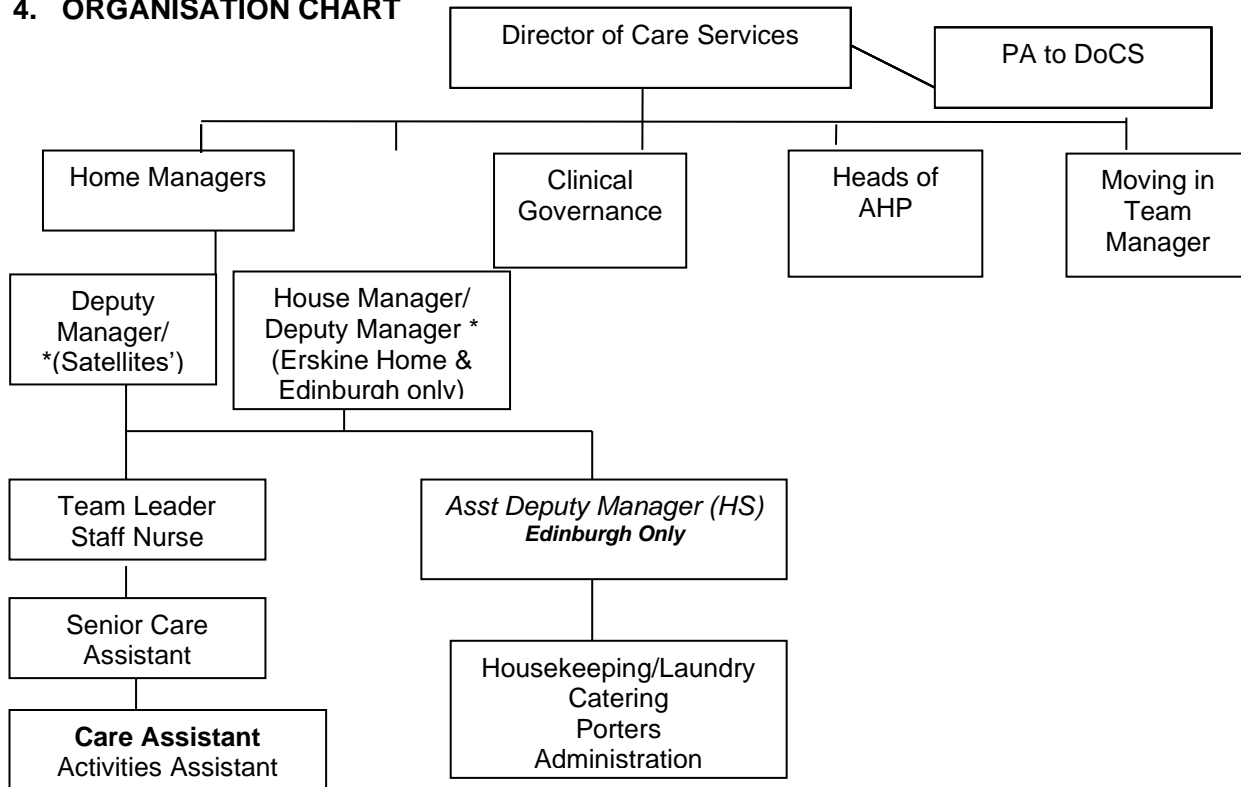
The Care Assistant is responsible to Team Leaders / Senior Care Assistants and accountable to House/Home Manager, ensuring efficient teamwork is upheld within the department.

3. DIMENSIONS

To work in partnership with the residents to ensure that they are able to exercise determination and choice, and participate in the life of the wider community. To work in a way that will enhance the dignity, self esteem and respect of residents, visitors, stakeholders and colleagues.

The number of staff within the team varies from 30 to 100+ with no managerial or budgetary responsibility.

4. ORGANISATION CHART



* delete as appropriate

5. ROLE OF THE DEPARTMENT

Care is an integral division of Erskine which delivers direct relationship-centred care to our residents.

*Erskine Care Home

Care is an integral division of Erskine Home which delivers direct relationship-centred care to our residents. Erskine Care Home is divided into 6 Houses:

- Haig House which is a 30-bedded Dementia unit with a respite care provision
- Ramsay House which is a 30-bedded Dementia unit with a respite care provision.
- Red Cross House which is a 30-bedded unit providing nursing, respite and dementia care
- McKellar House which is a 30-bedded unit providing nursing, respite and dementia care
- Yarrow House which is a 30-bedded Dementia unit with respite care provision
- Pearson House which is a 30-bedded unit providing nursing, respite and dementia care

Erskine Edinburgh Care Home consists of 2 buildings; 40 beds and 36 beds:

- **Rothesay Wing – 36 beds:**
 - Linburn House - 12-bedded Dementia Unit
 - Trenchard and Mair House - 24-bedded unit delivering Nursing Care
- **Shepherd Wing – 40 beds:**
 - Craiglockhart and Owen House - 20-bedded unit delivering Nursing Care
 - Rivers and Sassoon House - 20-bedded unit delivering Nursing and Dementia Unit

Personnel Recovery Centre (PRC) is a 12-bedded unit which support armed forces personnel for rehabilitation. Erskine supports the PRC by providing support services, food and domestic services, on a daily basis.

Erskine Park Care Home consists of 4 Houses; 40 bedded unit delivering dementia care.

* Delete as appropriate

The main responsibilities are as follows:

- Delivery of relationship-centred care
- Promoting independence, respect and dignity of the residents

Development programmes are aimed to:

- support the introduction of new legislation in line Care Commission, Social Work Department, and SSSC
- improve the efficiency and quality of the current operational processes through the introduction of systems and processes

Achievement of these aims will fundamentally enhance the method of working of Erskine Care Staff. The delivery of personal care is the prime focus of this role.

6. KEY RESULT AREAS

- Contribute to the development and implementation of individual care plans.
- Contribute to the review of personal care plans and six monthly resident reviews.
- Develop and maintain relationships with residents, families, friends, stakeholders and advocates.
- Undertake to deliver direct personal care to meet the needs of the residents over the 24hours day.
- Report any changes/problems/complaints concerning residents or Home to the Nurse-In-Charge.
- Undertake escort duties, as required.
- Attend and participate in focus groups for e.g nutrition focus groups / infection control focus groups and communicate the outcome of these to their team.
- Undertake all training required to fulfil the needs of the post.
- Undertake “buddy” role for new carer in the unit.
- Act as Key Worker role
- Undertake supervision sessions to promote continued self improvement.
- Ensure all practices comply with Erskine’s Policies and Procedures.
- Comply with all Erskine’s Health & Safety Policies and Procedures.
- Adhere to the Code of Practice for Social Services Workers (SSSC).

7. ASSIGNMENT AND REVIEW OF WORK and DECISIONS AND JUDGEMENTS

The work of a Care Assistant is determined by the objectives set by the Care Directorate in line with Erskine’s Business Plan. Formal review will take place annually, and through supervision sessions.

Individual objectives and ongoing responsibilities will be prioritised by the post holder and Line Manager.

Decisions and Judgements

The postholder must ensure that the needs of the residents are met and that all Erskine’s Policies and Procedures are adhered to at all times.

8. COMMUNICATIONS AND RELATIONSHIPS

Internal

- Verbal and written communication which will be accurately recorded in accordance with Data Protection and confidentiality.
- Regular contact with peers and manager's to report the progress of initiatives and activities seeking clarification on matters as required.
- Contact with residents, relatives, stakeholders, friends and staff as required.

External

Communication with external bodies is as and when required. Examples include: Health Boards, GP's, Dentists, Opticians, Care Commission, Social Work Department and Further Education facilities.

9. MOST CHALLENGING PARTS OF THE JOB

- To build and maintain good working relationships with residents and relatives with dignity and respect.
- Applying effective communication methods to ensure that you are fully understood.
- Recognise the importance of effective team work and the detrimental effect on residents care if absent

10. SYSTEMS

- Erskine's Policies and Procedures
- Care Plans

Familiarisation with the functionality of new systems delivered as part of the role may be necessary in the future.

11. PHYSICAL, MENTAL, EMOTIONAL EFFORT

Physical Effort

Regular physical effort including the moving and handling of residents and equipment. Regular/frequent effort includes the use of stand aids, hoists, wheelchairs, etc. There will also be a requirement for the post holder to support the residents on outings which may involve travel on a regular basis.

Mental Effort

Mental attention is always required for the delivery of direct personal care to residents, communication with relatives and other staff.

Emotional Effort

The post holder will be required to deal with conflicting situations and challenging problems where consideration must be given to dignity and respect. For example, the post holder may be exposed to distressing circumstances such as dealing with the demise of a resident or grieving relatives. These situations may require sustained resilience and energy.

12. ENVIRONMENTAL/WORKING CONDITIONS & MACHINERY AND EQUIPMENT

Environmental & Working Conditions

The post holder will be based within a care environment delivering all aspects of personal care, ensuring all needs of the resident are met. There may also be a requirement to visit other areas to attend meetings or outings, escort residents for appointments as required. There will also be a requirement to be flexible in the working patterns required to fulfil the tasks and duties within the scope of this post.

Machinery & Equipment

The post holder will use stand aids, hoists, and other moving and handling equipment as required, as well as baths, profiling beds, wheelchairs and variety of trolleys. Other usual office based tools including fax machines, photocopiers and printers. The post holder will also answer the telephone on a regular basis.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

SVQ II in Health and Social Care is preferable but not essential; however, you will be required to achieve this qualification.

Experienced Care Assistant with expertise in personal care, infection control and health and safety would be an advantage.

Excellent interpersonal skills, motivation and to maintain effective working relationships with residents, relatives and staff.

Knowledge of the workings of a care environment is essential, understanding and recognition of the needs of the service and the indirect impact change has on other areas of the organisation.

Registration with the SSSC is essential within 6 months of joining Erskine.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

HR Department will check job description format and content and then send the job description for evaluation

HR Representative's Signature:

Date: