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**Oakprice Limited**

**The Old Rectory Job Description – Day/Night Care Assistant**

**Responsible to: Home Manager / Proprietor**

**Supervisor: Manager**

**Responsibilities:**

Work as part of a motivated team providing high quality of care and support to the service users residing at The Old Rectory.

Provide and maintain high quality supportive relationships, acknowledging the individual rights and dignity of each service user, and creating an atmosphere in the home which service users experience as open, positive, empathetic and inclusive.

Participate in the implementation and evaluation of person centred care plans.

**Key Tasks:**

* Assist in providing a lifestyle for service users which satisfies their physical, social, cultural and spiritual interests and needs.
* Work independently with service users, unsupervised.
* Participate fully in a range of training which is relevant to the induction, foundation experience and further development of the role of care assistant. Employees are encouraged to study a National Vocational Qualification (NVQs), level 2 and 3 in Health and Social Care.
* Ensure confidentiality about service users, referring to the Data Protection Act 1998 & General Data Protection Regulations 2018.
* Treat each service user as a person and a valued individual.
* Offer assistance and support in situations that would otherwise be difficult for service users.
* Participate in the administration of service users medicines

**•**  Appropriately report any accidents or complaints according to the homes procedures.

* Actively assist and support service users in carrying out domestic tasks as required, and participate where necessary.
* Participate in a flexible shift system and be required to work day, evening and night shifts.

**General Responsibilities**

**•** Ensure you are familiar with all current policies and procedures; e.g. “The Data Protection Act 1998”

**Report to the Home Manager:**

**•** Accidents

**•** Incidents

**•** Defective and dangerous equipment

**•** Complaints involving staff, relatives, service users and any other person from the general community.

This job description is not definitive, but provides basic guidelines as to areas of responsibility.