



CASTLE GROVE NURSING AND RETIREMENT HOME

Job Title: Care Assistant – Day Duty
Responsible to: Registered Manager / Nurse in charge

MISSION STATEMENT

To provide scope for independence in a mutually-supportive environment and to deliver quality care by appreciating and responding to changing needs of our clients.

PURPOSE OF POSITION / JOB SUMMARY

The post holder will support the Registered Manager and Nurse-in-charge in aspects of client care and management of the home relevant to their position.

To assist in the provision of high quality personal and social care in order to maintain the standards of the home and maximise comfort of the residents, with appropriate support from senior staff.

MAIN DUTIES AND RESPONSIBILITIES

1. Contribute to your best ability to the efficient running of the home, assisting in creating a happy and harmonious home through teamwork and mutual respect.
2. Assist residents with their personal care needs and help to provide health supervision and attention through direct care as documented in individual care plans.
3. Recognise situations which may be detrimental to the health and well-being of the individual and take appropriate action.
4. Assist in maintaining the social and healthcare plans for residents, promptly informing the nurse-in-charge and any changes in residents' needs or condition.
5. Actively participate in the development of activities for the residents which will enhance their quality of life.
6. Help to ensure that the preparation, cooking and serving of food meet the required high standards.
7. Help to ensure that the rooms and common spaces are properly cleaned and maintained and adequately heated.
8. Participate in staff meetings and training and development activities.
9. Support the Registered Manager in his / her duties as the responsible fire officer for the home under the Health and Safety at Work Act and the current fire regulations.
10. Assist the Registered Manager to maintain such records and log books as may be required by the registration authority and the Proprietor.

This Job Description highlights the main duties and responsibilities of the post and is not exhaustive. It should be understood that there may be occasions where you will be required to undertake other tasks not listed as part of your role.

In order to maintain standards and to meet our Mission Statement effectively, Castle Grove Nursing Home reserves the right to amend this Job Description from time to time. As an employee you are encouraged to participate in this process in order to help improve the effectiveness of your role. Any changes to this Job Description will be confirmed in writing.

Please sign, date and print your name below to indicate your acceptance of this Job Description.