

Job Description

Job Title:	Community Care Assistant
Responsible to:	Beacon Care Manager
Purpose:	<ol style="list-style-type: none">a. To deliver the personal care needs of service users in a way that respects the dignity of the individual and promotes independence.b. Provide care in line with the agreed care plan from the local authority which reflects care that would be reasonably given by members of the service user's own family but is not expected to include tasks that would normally be expected to be undertaken by a trained nurse.c. To work additional hours to cover team absences, including working within Beacon Court and the Lone Worker Night shift.
Salary:	£8.31 per hour (community) £7.50 (Beacon Court)
Shift Pattern:	Between 6.00am to 10pm over Mon to Sun
Location:	Beacon Court & Within the Local Community

Principle Responsibilities:

1. To assist service users who need help with dressing, undressing, washing, bathing and the toilet as outlined in the Individual Care Plan (ICP).
2. To help service users with mobility problems and other physical disabilities, including incontinence and help in use and care of aids and personal equipment.
3. To care for service users who are temporarily sick as agreed with DACHS.
4. To help with the promotion of mental and physical activity of service users as outlined in the ICP.
5. To dispense medication and record all administrations to meet statutory requirements and as required in the ICP.
6. To make and change beds and clean rooms as outlined in the ICP.
7. Prepare light meals in own apartment, as per ICP, wash up and clear area.
8. To answer emergency bells, greet visitors and answer main telephone out of hours.
9. To read and write reports on a daily basis, when entering and leaving apartments.
10. To take part in staff and service users meetings.
11. To attend all training activities as directed.
12. To encourage service users to remain as independent as possible.
13. To report to the Scheme Manager any significant changes in the health or circumstances of a resident.
14. To adhere to all Health and Safety measures under Health and Safety at Work Act 1974.
15. To comply with Beacon Court's guidelines and policies at all times.
16. To perform other such other duties as may reasonably be required.
17. To comply with requirements under the provision of vulnerable people.
18. To provide shift/hours cover in the event of sickness/holidays of other staff during day and night shifts (lone working).
19. To be on the emergency call out roster as required.