



Job Description

Job Title:	Care Assistant
Hours per week:	Variable
Department:	Nursing - C@H
Reports to:	C@H Supervisors
DBS Disclosure:	Yes
Date Prepared:	October 2021

JOB SUMMARY/PURPOSE: To provide high quality compassionate personal care for people wishing to remain in their own homes to die.

KEY DUTIES & RESPONSIBILITIES:

1. Ensuring the patient's comfort, safety and dignity at all times.
2. Working in partnership with patients and carers undertaking duties as agreed and set out in the patient's care plan.
3. Maintaining accurate documentation of care given and communicating any change in the patient's needs as appropriate.
4. Assisting the patient in the activities of daily living (such as washing, dressing, eating and drinking) which they would normally perform for themselves if able.
5. Providing physical care with dignity and respect for the individual.
6. Protecting the patient's right to confidentiality at all times.
7. Respecting the person's home as a working environment.
8. Keeping up to date with regards to the role, responsibilities and how to appropriately talk with other care professionals that may be required or involved with patient's care.

9. Acting as an ambassador of St Wilfrid's Hospice to patients, their families, other health and social care professionals and members of the public at all times.
10. Accessing and accepting opportunities for supervision and training, ensuring annual mandatory training days and online modules are completed to support the highest standards of patient care delivery.
11. Ensuring regular communication and liaison with line manager as part of delivering an appropriate and high quality service including attendance at team meetings.
12. Completion of the Care Certificate within three months of induction.

General Duties & Responsibilities

1. Maintain confidentiality at all times.
2. Contribute to close working relationships with all staff and to help to build an open and honest culture that facilitates learning, creativity and excellence.
3. Undertake any other duties at the request of the line manager which are commensurate with the role including project work and absence cover.
4. Comply with the policies and procedures of St Wilfrid's Hospice at all times.
5. Participate fully in the performance management process and undertake Continuing Professional Development as required.
6. Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
7. Demonstrate our values in the way you carry out your responsibilities: Professional, Respectful, Compassionate and Progressive.

St Wilfrid's Hospice is a registered charity. It relies on the local community for a major proportion of its income through fundraising. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice, taking appropriate opportunities to explain the way the Hospice operates. We want to encourage staff, when possible, to attend, in a voluntary capacity, at least two fundraising activities a year.

This job description will be reviewed as necessary and may be amended to meet the changing needs of the organisation. This job description has been agreed between the post holder and St Wilfrid's Hospice.

Employee's signature:

Manager's signature

Print name:

Print name:

Date:

Date:



PERSON SPECIFICATION

Job title: Care Assistant

Department: Care at Home

Date: October 2021

DETAIL	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of education 	<ul style="list-style-type: none"> • NVQ in health or social care • Care Certificate 	Application Form
EXPERIENCE	<ul style="list-style-type: none"> • Working on own initiative 	<ul style="list-style-type: none"> • Previous experience in social or health care 	Application Form
SPECIFIC SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Good communication skills • Good organisational skills • Working with people with illness 	<ul style="list-style-type: none"> • Ability to provide full hands on care for a patient • IT skills 	Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Flexible • Sensitive, caring, compassionate • Empathetic • Confidence to work alone 		Interview
OTHER FACTORS	<ul style="list-style-type: none"> • Access to own transport and readiness to obtain business class insurance. • Willingness to work unsocial hours • Flexible approach to working hours • Willingness to undertake job related training 		Application form/Interview