

JOB DESCRIPTION

Job Title:	CARER	Line Manager:	Care Leader
Location:	Parkside, 65 Main Road, Romford	Date:	January 2020

This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties. However, it is not exhaustive, and may be reviewed as required.

Key Purpose of the Job

To share with other staff in meeting the personal care needs of Residents in a way that respects the dignity of the individual and promotes independence. To help in the care of the Residents' physical environment, to deliver and develop person-centred activities and help in the general day-to-day activities of the home.

Generic Job Responsibilities:

To maintain a loving Christian environment.

To ensure the application of the home's philosophy, in order to meet the aims of the home's Statement of Purpose.

To ensure high standards of care are provided and maintained within current legislation and the organisation's policies.

To ensure dignity and individual personalities are respected at all times.

Specific Job Responsibilities:

When:

Keep Care Plans up to date.

Monthly

To assist residents who need help with their personal needs.

Daily

To bath and wash residents.

To help residents with physical disabilities, including incontinence, and in the use and care of aids and personal equipment.

Daily

To help care for residents in line with their care plans and, once completed the relevant training, to give medication as prescribed.

Daily

To help in the promotion of mental and physical activities of Residents through talking to them, sharing and encouraging particular interests.

Daily

To make/change beds and tidy as residents require.

Daily

For those on night duty: to vacuum the dining room floor each night, to wash the floors of the kitchen, freezer storage and dishwasher areas. To record temperatures of Rose Wing, Medication and Resident's fridges.

To clean up bodily fluids

As necessary

To set tables/trays, prepare, cook and serve meals as instructed.

Daily

To answer emergency bells, assess situation and summon the senior member of staff and/or medical aid if necessary.

Daily

To assist in keeping records of each Resident.

Daily

To participate in meetings, staff or otherwise, and in training activities as required.

Every 8 weeks

To ensure compliance with the policies and procedures of the home at all times.

Daily

To ensure compliance with the Health and safety legislation at all times.

Daily

Undertake such other duties as may from time to time be assigned to the post

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Key worker: Review and action any comments in residents' communication book and sign.	Weekly
Arrange hospital appoints and travel arrangements.	As needed
Build relationship/ friendship with Resident and family.	Ongoing
Arrange purchases of personal items.	When necessary
Complete resident care plan with resident and review.	Monthly
Wardrobe and rooms to be tidied.	Monthly
Work closely with colleagues, residents, RBC ministers and staff and others to organise, run and attend events, activities and outings, including those in support of the Christian ethos of the home (e.g. services, prayer meetings, signing and reflections at both Parkside and Romford Baptist Church). To help promote and run mental and physical activities through talking to them, sharing and encouraging particular interests. To assist residents who wish to pursue activities independently.	When requested

Key Working Relationships:	
Internal:	Care Manager, Deputy Manager, Administrator, Care Leader, Residents.
External:	Hospital, GP, Family members

Resources for which the Job Holder is accountable:	
People:	None
Budget:	None
Fixed Assets:	None

Person Specification:	
Business Impact:	Good interpersonal skills, helpful & caring.
Qualifications:	Diploma 2
Skills/Experience:	

Declaration:	
I have read and understood the above job description.	
Job Holder's signature:	Date: / /
Line Manager's signature:	Date: / /