



JOB DESCRIPTION

Job Title: Health Care Assistant

Accountable to: Agency Manager/Field Supervisor

Based at: Community based (service user's homes)

Purpose of the Job

To share with other staff in meeting the personal care needs of service users in a way that respects the dignity of the individual and promotes independence. Care provided by care assistants is expected to include care that would reasonably be given by members of the service user's own family and is not expected to include tasks that would normally be expected to be undertaken by a trained nurse.

Main Duties and Responsibilities

- To assist service users who need help with getting up in the morning, dressing. Undressing, washing, bathing and the toileting.
- To help service users with mobility problems and other physical disabilities, including incontinence and help in use and care of aids and personal equipment.
- To care for service users who are temporally sick and needing, for example, minor dressings, bed nursing, help with feeding, etc.
- To help in the promotion of mental and physical activity of service users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations.
- To make and change beds; tidy rooms, do light cleaning and empty commodes.

- To prepare and serve light meals, feed service users who need help and wash & tidy up afterwards.
- To read and write reports, take part in staff meetings and training.
- Service user activities as directed.
- To perform such other duties as may reasonably be required.
- To comply with the agency's guidelines and policies at all times
- To report to the agency manager any significant changes in the health or circumstances of a service user.
- To encourage service users to remain as independent as possible.

Strengths and qualifications:

Rikicare Ltd health care assistant must be: self-motivated, organised, flexible, caring, sensitive to the needs of service users, active team player but also able to work on own initiative and a good communicator.

PERSON SPECIFICATION

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		Essential or desirable	To be assessed through
	Skills and Knowledge		
1	Commitment to support people in ways consistent with their choices, rights and responsibilities.	Essentials	Interview
2	Ability to provide care to service users in a person centred and positive way	Essentials	Interview
3	Good verbal communication skills and ability to listen effectively to others.	Essentials	Interview
4	Basic insight and understanding of the needs of our service users,	Essentials	Application form/ Interview
5	Good written communication skills. Ability to contribute to record keeping and development of person centred files.	Essentials	Application form/ Interview

6	Ability to work constructively and co-operatively as part of a team.	Essentials	Application form/ Interview
7	Ability to work safely and responsibly without direct supervision in service user's own home.	Essentials	Application form/ Interview
8	Use of initiative, self-motivation and resourcefulness.	Essentials	Interview
9	Ability to liaise in a professional manner with other agencies and to work in a positive way with the families and friends of service users.	Essentials	Interview
10	Ability to support service users to make informed choices within their daily lives.	Essentials	Interview
11	Respect for difference and diversity.	Essentials	Application form/ Interview
12	Ability to work in a calm, patient and tolerant manner at a pace appropriate to the needs of the individual.	Essentials	Interview
	Experience and Qualifications		
13	Experience of providing support to people with personal care needs	Desirable	Application form/ Interview
14	Life experience and confidence in relating to people from a wide variety of backgrounds	Desirable	Application form/ Interview
15	Possession of Health and Social Care NVQ/Diploma or other relevant social care qualification.	Desirable	Application form/ Interview
	Other attributes		
16	Ability to work flexible hours covering 24 hours 7 days a week.	Desirable	Interview
17	Willingness to attend meetings, supervisions and training courses.	Desirable	Interview
18	Willing to accept feedback and guidance and to be accountable to colleagues and managers	Desirable	Interview