



Job Description

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St. Helens Council

Post: Care Assistant – Kershaw Support Centre

Department: People's Services

Grade: SCP 11-13

Responsible to: Management of Kershaw

Purpose of the Post:

- **Care of older adults in a support centre. Attending, under the general supervision of the Day Centre Coordinator, to the needs of service users and assisting in the planning and implementation of the day care programmes.**
- **Care Assistants are sensitive to service user's needs, understanding, patient, practical and respectful of the right of service users and their carers to privacy, dignity and confidentiality.**

Duties and Responsibilities:

1. As a Care Assistant you are expected to maintain good quality care, consistent with each service user's case file, including care/support plan, risk assessment, personal handling profile and contact record sheets. Seeking clarification from the appropriate keyworker when necessary.
2. To assist the service user to meet their psychological and social needs by participating in the assessment, planning and implementation of person centred care packages.
3. To assist the service users to meet their physical needs i.e. diet intake, management of continence ensuring high standards of support and care.
4. To assist in the continuation of natural links within the community.
5. To record details of incidents and events occurring during a period of duty in the appropriate records, ensuring these reported verbally to a senior member of staff on duty before leaving the premises.
6. To report and record significant matters in the service users lives in accordance with the department's policy on Case Recording.
7. To participate in case progress, review meetings.
8. To assist service users with activity programmes where appropriate.



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9. To distribute medication, on occasions, as instructed and in accordance with departmental policy and procedure.
10. To attend relevant training courses and staff development programmes when these are made available and recommended by their line manager.
11. To work jointly with health and social care practitioners i.e occupational therapists, community matrons, community psychiatric nurses and other agencies in the provision, tailored too individual support packages.
12. To undertake other duties, training and/or hours of work, related to the care assistant role, as they may be assigned, which are consistent with the nature of the job and its level of responsibility.
13. To ensure service users receive medical attention as and when necessary, this may include the care assistant accompanying a service user to hospital or medical centre.
14. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
15. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
16. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.
17. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: June 2005

Date reviewed: March 2014

Date updated: December 2014

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