



THE FED Job Description

TITLE: Care Assistant Moorview Care & Support

PLACE OF WORK: Moorview

RESPONSIBLE TO: Registered Manager Moorview

DATE JOB DESCRIPTION REVIEWED: 29/1/18

JOB PURPOSE:

To provide culturally appropriate good quality care for Jewish people within Greater Manchester

To deliver excellent care to customers and assist with all aspects of their day to day living, so they can enjoy the best possible quality of life. Compassion, good communication skills and a calm and caring manner are essential for this important role

The role will include providing help with personal care tasks in line with the customers designated care plans.

COMMITMENT TO OUR VALUES:

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

- Supports people's right to privacy
- Respects people's dignity
- Recognises people's human rights
- Permits zero tolerance of all forms of abuse
- Enables people to maintain the maximum possible level of independence, choice and control
- Treats all people as individuals
- Supports people to freely express their needs and wants
- Demonstrates respect and integrity in all our work with people

Main duties and responsibilities:

1. Provide high quality help/support with personal care tasks and daily living tasks in line with the care plan.
2. Carry out duties as designated by the Registered Manager Moorview, senior support worker and or care manager.
3. Support the client in social activities as stated in the care plan.

4. Undertake domestic tasks to support the client as stated in the care plan.
5. Contribute towards the risk assessments and their management, for example, to observe, report and record any changes in the client's physical and emotional well being.
6. Contribute to the development, implementation and evaluation of care plans and care packages
7. Accurately record client information.
8. Act in a manner that respects the customs, individuality, values, sexuality, and spiritual beliefs.
9. Create and maintain supportive relationships with all members of the team and with colleagues throughout THE FED
10. To act proactively in emergency situations and provide assistance as directed.
11. Adhere to policy and procedure to prompt or administer medication in line with the care plan.
12. Maintain daily diary records, care plans, administration records and other documentation in line with policy.
13. To raise matters of concern to manager/deputy manager at the earliest available opportunity.
14. To adhere to rotas and provide essential cover in conjunction with requests.
15. Undertake any other appropriate duties as directed by Manager /deputy manager as necessary in the interests of the clients and the service.

General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To work in accordance with the Skills for Care code of practice for social care workers and Care Quality Commission (CQC) regulations.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate a commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To work in a manner that is sensitive and empathetic to the culture of the Jewish Community.
- At all times ensure effective and efficient use of THE FED's resources.

Health & Safety

- All employees are subject to the Health & Safety at Work Act.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

Training and Development

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.
- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.

Manager _____ Post Holder _____
(print name) (print name)
Signature _____ Signature _____
Date _____ Date _____