

Care Assistant at Harlington Care

Job description and person specification

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| Location: | London Borough of Hillingdon Client homes and other local locations as appropriate/directed |
| Responsible to: | Deputy Manager / Senior Care Practitioner |
| Hours: | Harlington Care provides support 24 hours a day, 365 days a year. Our work ranges from Domiciliary Care to respite support in clients own home, group activities in the community. Your working pattern will be agreed between you and your manager. |
| Terms & Conditions: | Harlington Care standard terms are as stated in Employment Contract. |

Our teams are encouraged to see their work as helping people to achieve their goals, control their own lives and make their own choices. The job description is a broad description of the duties a Care Assistant may be expected to perform, with some examples given. This is not an exhaustive list and Care Assistant's may be asked to undertake additional tasks.

A person's belief in and adherence to our values is just as important as their technical or professional experience. Our values are that we are:

1. Trustworthy, accountable and transparent
2. Passionate, with a commitment and dedication to providing quality services
3. Outward focused, innovative and open to working in partnership with others
4. Inclusive, valuing difference and diversity and treating everyone with dignity and respect

Main aims of the post

1. Provide support to people with care needs including emotional support, companionship, practical assistance, personal care, domestic tasks, trips outside the home and assistance to engage in social activities, depending on their individual situation, wants and needs.
2. Provide respite for unpaid carers by taking on their responsibilities whilst they have a break and providing support for the person with care needs and the household in that time.

Harlington Care | Michael Sobell House
Mount Vernon Hospital | Gate 3
Northwood | Middlesex | HA6 2RN

www.harlingtonhospice.org | info@harlingtoncare.org | 01895 258 888

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3. Support the aims and objectives of the charity by carrying out a range of tasks consistent with your skills and experience and personal development plan

Duties may include:

1. Supporting people with activities outside their home, for example community activities, shopping or attending medical appointments.
2. Supporting people at home with all aspects of the care they need to live safely and as independently as possible in their own homes.
3. Assisting with personal hygiene e.g. oral care, helping people to shower or go to the toilet.
4. Assisting with dressing, choice of clothes and personal appearance.
5. Preparing meals and drinks and providing assistance with eating / drinking.
6. Supporting people with their health and welfare needs, including administration of medication.
7. Assisting with mobility, including use of wheelchairs, hoists etc.
8. Assisting with a therapeutic programme designed by a medical professional and/or supporting people to gain new skills or maintain their current abilities.
9. Providing emotional support, reassurance, companionship and a safe environment for those benefitting from care and support.
10. Carrying out basic first aid and summoning emergency services if required.
11. Reporting any concerns about abuse or the welfare or safety of any adult or child to a Manager / nominated person, and highlighting any changes in circumstances to a manager.
12. Undertaking specialised tasks as agreed and after appropriate training e.g. PEG feeding.
13. Providing support with organised or informal group activities.

Duties will include:

Health and safety

14. Working safely in accordance with Harlington Care policies, procedures and guidance, training, Care and support plans and associated risk assessments.
15. Reporting to your manager any situations or issues for concern relating to significant foreseeable risks, incidents (including near misses and medication errors) or accidents potentially affecting your own health and safety or that of others affected by your work activities.

General

16. Active participation in regular supervisions, appraisals, training sessions and team meetings.
17. Reading, understanding and complying with the charity's policies, procedures and guidance, and the individual Care and support plans, Risk assessments and supporting documents that you need to carry out your role.

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18. Keeping adequate records as directed by your manager and the policies and procedures of the charity.
19. Maintaining appropriate appearance, clothing, footwear and personal hygiene standards suitable for the tasks you are undertaking.
20. Being committed to safeguarding and promoting the welfare of adults and children.
21. Working at all times within the philosophy and policies of Harlington Care.
22. Respecting the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied at all times.
23. Complying with the Code of Conduct and other requirements as laid out in the Harlington Care terms and conditions, rules, authorisation processes and relevant external regulations, including standards set by the charity's regulators (not exhaustive).
24. Undertaking any other duties that may be considered commensurate with the level of the post.

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Person specification

| Essential | Desirable |
|---|---|
| Experience | <ul style="list-style-type: none"> • Experience of providing care. • Experience of working with vulnerable adults or children. |
| Qualifications <ul style="list-style-type: none"> • Commitment to complete the Care Certificate within 12 weeks of commencing employment – you will be supported in this by the charity. | <ul style="list-style-type: none"> • Health and Social Care NVQ/Diploma Level 2 or 3. • Care Certificate • Other training certificates related to health and social care |
| Skills and abilities <ul style="list-style-type: none"> • Able to develop good working relationships with carers and people with care needs while maintaining appropriate personal boundaries. • Able to work independently and take initiative while working within Harlington Care policies, procedures, guidance. • Able to demonstrate care and respect for vulnerable adults and | <ul style="list-style-type: none"> • ICT skills • Additional communication skills e.g. sign language, PECS, Makaton, speaking a second language |
| Knowledge <ul style="list-style-type: none"> • Understanding of the importance of confidentiality. | <ul style="list-style-type: none"> • Understanding of the needs of carers. |
| Other <ul style="list-style-type: none"> • Be committed to safeguarding and promoting the welfare of adults and children. • Able to work in the area covered in a time and cost effective manner. • Have a personal mobile phone available for use in connection with work. • Be willing to undergo screening appropriate to the post, including checks | <ul style="list-style-type: none"> • Full UK driving licence and access to own transport |

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