



JOB DESCRIPTION

Job Title: **COMMUNITY CARE ASSISTANT**

Responsible to: **Management**

Accountable to: **Directors**

Reports to: **Patch/Field Manager**

Aims

With the express approval of Management and Directors to attend to, but not limited to, the domestic, personal care, rehabilitation and social needs of Clients aimed at creating an environment whereby Clients can achieve and maintain maximum independence in their own homes

The job tasks will vary depending upon the individual needs of each Client that will be assessed by a Manager or Director with each case explained directly to the Community Care Assistant.

1. To Assist with the promotion and maintenance of a high standard of Client care.
2. To assist with maintaining a homely atmosphere.

Personal Care

Where no nursing procedure or attention is required and as part of an overall care plan:

1. Assisting Clients in and out of bed
2. Assisting Client to dress and undress
3. Helping with feeding Clients
4. Attending to the personal hygiene and cleanliness of Clients *which will include help with bathing, washing, toileting and emptying commodes together with assisting, as required, Clients suffering from incontinence.*
5. Routine hair and nail care
6. Incontinence laundry/appropriate mending
7. Assisting with catheter care

Personal Care Specifically Excludes

- Administration of drugs by injection
- Application of dressings
- Supervision of medical treatment

Household Tasks

1. Preparation and cooking of meals in the absence of a meals delivery service or where special dietary or other needs as necessary
2. Shopping for food and other household essentials
3. Washing and ironing as required
4. Cleaning of grates, laying and lighting of fires and/or filling of paraffin heaters
5. Bed making and changing of bed linens as required
6. Assist with tasks to maintain the cleanliness and tidiness of Client's home.
7. Budgeting and banking, with the express and written approval of management.

Rehabilitation

1. Motivating Clients to maintain care plans agreed by management and other professional services
2. Help with the development of household management including advising on nutrition, cooking and budgeting

Please Note: this job description is not definitive and will be reviewed from time to time.



Personal Responsibilities

Quality Standards

- To keep up to date with developments and changes within the care field

Marketing:

- To ensure that all employees present themselves in such a manner that enhances the reputation of the Company

Personal Responsibilities:

Fire Safety

To maintain a working knowledge of fire procedures, fire risk awareness by attending appropriate fire training events.

Health and Safety

Where you become aware, report any accidents or untoward incidents, involving self, Clients other staff or visitors to a Client's home.

To strive to maintain a safe working environment in accordance with the Health and Safety at Work Act by, attending appropriate training events as directed, by immediately reporting any potential risks to self, colleagues residents or visitor to a senior member of staff.

Confidentiality

To maintain the highest standards of confidentiality toward both Clients and colleagues.

'Whistle Blowing Policy'

To report to a senior manager or Director any information that could be considered to affect the welfare of a Client, or information that would effect the reputation of the company.