



JOB DESCRIPTION – HEALTH CARE ASSISTANT

Job Title: Health Care Assistant
Reports to: Nurse in Charge
Accountable to: Director of Care

Purpose of the Role

To maintain the highest quality of individualised care to services users within the Centre through the provision of a stimulating environment in which the emotional, social, physical and psychological needs of the individuals are met. To ensure that defined policies as laid down by Haven Bay are adhered to at all times. To act as a resource and support for the registered nurse in charge

Responsibilities

To assist in care provision in all aspects of the services users assessed needs, which may include:

- Treat residents as individuals and respect their preferences and choices as far as possible.
- Help residents to achieve independence where possible.
- Assist residents in washing, dressing and undressing and ensure the highest standards of hygiene/personal care are maintained.
- Carry out practical duties only when competent to do so.
- Participate in the basic nursing care of the residents under the supervision of trained staff e.g. bed bathing, pressure area, mouth care and eye care
- Assist residents with their toileting needs, including continence promotion.
- Contribute to movement and mobilization of residents to maximise their physical wellbeing and comfort. Assist residents with mobility where appropriate and ensure correct aids are used at all times.
- Assist residents with menu selection and with the preparation and serving of meals and drinks, feeding those residents who are unable to feed themselves and ensuring that each resident receives the meal or diet that he/she has requested and is suitable for his/her needs.
- Help with the admission and discharge of residents, including listing of resident's property/clothing.
- Maintain strict confidentiality regarding resident's particulars.
- Change beds, tidy resident's room and carry out light cleaning duties as required. Empty toileting aids, where appropriate.
- Report immediately to the nurse in charge, any accident or untoward incident, which may occur to a resident or a member of staff, or any changes in residents' condition, and assist in the completion of accident/incident report forms.
- Liaise with residents' relatives to ensure clients have sufficient clothes, personal toiletries etc.
- Bring to the attention of the Management any deficits noted within the unit.
- Assist with activities within the Centre.
- Help maintain a safe environment for staff, residents and visitors, through an awareness and application of health and safety policies.



- Attend appropriate training programmes/course as available, or as deemed necessary by senior nursing staff, to further existing knowledge.
- Act at all times in a professional manner to visitors, staff and residents within the Centre and be a team player.
- Undertake any other duties as required, in order to keep the Care Centre running smoothly, as delegated by the trained nursing staff or Operations Manager.

In addition to the duties outlined above, carry out any other relevant duties which may be assigned to him/her by the Registered Provider, Director of Care, Clinical Nurse Manager or other authorised officer, from time to time.

Note: The extent and speed of change in the delivery of service is such that adaptability is essential in this role. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing situation. This Job Description should be regarded as an outline of the major areas of accountability at the present time, and will be reviewed and assessed on an on-going basis.

Confidentiality: In the course of your employment, you may have access to, or hear information concerning the Registered Provider, Director of Care, Residents & Employees of Haven Bay. Such records and information are strictly confidential and employees shall not, at any time during or subsequent to their employment, disclose or appropriate for their own use, **any** confidential information of which they become aware. Failure to comply with this criteria will result in disciplinary action up to and including termination of employment.

I have read and accept the above Job Description and have a clear understanding of my job responsibilities.

Signed: _____ **Date:** _____

Print Name: _____