**BUTTERCUP HOUSE CARE HOME**

**Job Description**

**Position: Healthcare Assistant**

**Responsible to: Senior Carer/ Deputy Manager/ Registered Manager**

**JOB PURPOSE**

To contribute and participate in providing quality care and life experiences based upon the six basic values of privacy, dignity, independence, choice, rights and fulfilment.

To help provide a therapeutic structured and relaxed environment in which service users can develop and enjoy their lives.

To assist in the overall daily routines of the home by taking responsibility for coordinating activities during a shift as required.

To assist senior staff in the implementation of procedures and policies within the home.

To undertake any training requirements as necessary for the role of a Healthcare worker, as required by legislations per training to residential care homes, and any other training required for the specific needs of the service users at Buttercup House.

**Main Duties**

To work as part a team caring for the physical, emotional and social needs of each service user in a respectful and professional manner.

To assist service users with all their personal care as required dependent on the individuals assessed needs.

To document all appropriate information accurately and clearly in the appropriate place.

To give residents their prescribed medication at times indicated, in line with procedures. Reporting any discrepancies/concerns immediately to the manager.

To prepare and serve meals, snacks and drink as and when required.

To do service users laundry and ironing as and when required.

To adhere to the companies/home policies and procedures.

To take all necessary measures to ensure the health, safety and well-being of the service users, and other staff and visitors in the home.

To ensure that the agreed psychology /care/support guidelines for each service user is followed in conjunction with the Management team.

To work a flexible shift pattern, which includes weekends and bank holidays. Providing an effective 24 hour service, and demonstrate a reasonable degree of flexibility to ensure all shifts are covered with the required staffing levels and skill mix.

To assist in maintaining a good standard of hygiene and tidiness within the home and when required to check all equipment including emergency and fire equipment and report any defects.

To ensure accurate recordings and reporting of all accidents and incidents that may occur involving service users and or staff and to record relevant information in the appropriate place

To participate in staff meetings, contributing to the review of current working practices and future developments.

To share mealtimes with service user’s, to encourage a positive attitude towards food and to ensure encouragement to eat/drink which is given throughout each shift.

To ensure that service users are all encouraged to eat their meals at the dining room tables throughout each day.

To assist in the delivery of day care and leisure opportunities following individual activity programmes in conjunction with, and following guidance from the management team.

To accompany service users to attend activities / appointments outside of the home.

To adhere to the policy on confidentiality in accordance with ‘Data Protection Act’

To carry out any reasonable duties asked by the senior member of staff in accordance with your job description, training and level of ability.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the main aspects attached to this post. It may be reviewed and amended at a future time after discussion with the Manager and staff in the home, to take into account any changes and recommendations.

Manager Signature: …………………………………….. Date:………………..

Provider Signature: ……………………………………… Date:………………..

Staff Signature:…………………………………………….. Date:………………..