

Job Descriptions (Care Assistant/ Med Tech/ Senior Care), Training Schedule and Career Pathway



Care Assistant – Job Description

Purpose of position

- To promote a caring environment for the residents through high standards of practice which meets their physical emotional, social, intellectual and spiritual needs.
- To ensure each resident receives the appropriate care as detailed in their individual care plans.
- To support the management in the implementation of the 'Essential Standards of Quality and Safety for Adults' published in accordance with the Care Quality Commission.

Qualifications

- Be prepared to undertake relevant training as required and work towards completion of NVQ Level 2 as a minimum requirement.
- Experience in previous care position and a willingness to learn
- Experience/Knowledge of Dementia
- Hold or be working towards all mandatory training courses (see training schedule attached)

Person Specification

- Accessible, approachable and respectful to Residents, other staff and visitors at all times.
- Basic numeric and literacy skills
- Good communication skills
- Friendly and helpful
- Able to manage time and tasks effectively
- Reliable, honest and punctual
- Previous work experience
- Understanding of COSHH
- Interested, motivated and committed
- Smart/Well Presented

Key Tasks

- Report both verbally and in writing on service users general condition and wellbeing.
- Maintain a clean and safe environment for the service users and staff.
- Assist in maintaining records and care plans on each shift.
- Make beds and generally help with maintaining a clean and tidy environment.
- Assist in the collection of specimens and samples.
- Act as chaperon for staff as may be required.
- Assist service users in maintaining their personal hygiene, dressing and going to bed.
- Report accidents and incidents to the person in charge or senior member of staff on duty.

Care of Service users

- Assist in the care of all service users.
- Promote independence and dignity of service users.
- Assist in enabling service users to live their chosen lifestyle.
- Talk and listen to service users.
- Participate in social activities directed at benefiting service users' quality of life.
- Report complaints directly to the person in charge as soon as they are made.

Other Duties

- Maintain confidential information at all times
- Work within the policies, procedures and guidelines of the Homes' Quality Management System.
- You must always be willing to agree on personal development targets and do your best to meet all your targets within the set deadlines

'Med Tech' – Job Description

Purpose of position

A designated 'Med Tech' will be experienced in the above detailed Care Assistant role. Any person who demonstrates the required qualities, and who obtains the necessary qualifications and training will be able to undertake the 'Med Tech' role **in addition** to their normal Care Assistant duties.

Qualifications & Training

- Must have completed all mandatory training courses.
- Must hold up to date Medication Training certificate

Person Specification

- You must demonstrate exemplary accuracy and attention to detail.
- You must be flexible, being able to work outside of your usual hours, and cover additional shifts where required.

Principal Responsibilities

- Safe administration of medication to residents
- Keep accurate records of medication administered
- Report any discrepancies to senior in charge or home manager
- Medication stock control monitoring/management

Senior Care Assistant – Job Description

Purpose of position

A senior care assistant will have demonstrated competency in all areas detailed above under 'Care Assistant' and 'Med Tech'. In addition to the duties of Care Assistant/Med Tech, a Senior Care Assistant will lead and coordinate a shift, and will be ultimately responsible for the performance of the staff during the shift. In the absence of the Manager/Deputy Manager, they will act as senior in charge, and will take responsibility for all aspects of the daily running of the home.

Qualifications & Training

- Must hold up to date certificates for all in-house training courses (see training schedule below)
- Must hold Level 3 qualification in care

Person Specification

- You must be flexible, being able to work outside of your usual hours, and cover additional shifts where required.
- You must always appear to be smartly dressed/well presented, well mannered, friendly and professional. You should also hold all other staff to similarly high standards.

Principal Responsibilities

- Participate and take regular lead in community and staff meetings
- Help to ensure that all policies and procedures are adhered to at all times and be responsible for bringing to the attention of management any issues of concern
- Ensure accident/incident forms are completed in a detailed, accurate and timely manner.
- Ensure lifestyle plans are kept up to date, and review lifestyle plans according to the resident's individual needs.
- Chase medication orders and prescriptions
- Auditing of daily notes, ensuring they are accurate and sufficiently detailed, and that there are no gaps.
- Conduct frequent reviews of residents' care plans
- Supervision of lower level staff, including apprentice and work experience staff.
- Be willing to undertake any task delegated to you by the homes management team

Training Schedule

Mandatory Training

- Care Certificate
- Fire Safety
- Infection Control
- Health & Safety
- Manual Handling
- First Aid
- Food Hygiene
- Safeguarding
- Equality & Diversity
- Dementia

Additional Training Courses

- Medication (required for Med Tech)
- MCA & DOLS
- Challenging Behaviour
- Epilepsy
- Falls
- Malnutrition & Nutrition
- Diabetes
- Death & Dying
- Stroke Awareness
- Principals of Risk Assessment

Career Progression Structure

This diagram demonstrates a clear progression pathway for all staff to work towards. We expect and encourage all staff to work their way up towards a more senior role, and your manager will always be able to assist in any way they can.

Care Assistant

Minimum Wage (e.g. £7.20)*

- Must demonstrate qualities listed in Job Description
- Must be working towards obtaining mandatory training and Level 2 Qualification

* Examples based on an employee aged 25 or older according to 2016 minimum wage rates.

Care Assistant +Training

10p per hour over Minimum Wage (e.g. £7.30)*

- Must hold all mandatory training and be working towards Level 2 qualification

Care Assistant +Med Tech

30p per hour over Minimum Wage (e.g. £7.50)*

- Must demonstrate qualities listed in Job Description
- Must hold all mandatory training, Medication training and be competent in administering medication.

Senior Care Assistant

80p per hour over Minimum Wage (e.g. £8.00)*

- Must hold all additional training certificates and Level 3 qualification in Health & Social Care.
- Must demonstrate the competencies listed in the Job Description.

Champions

A champion is the homes expert in their chosen area, and each champion may have their own additional responsibilities. We will support you by funding additional training to develop you in this role. Speak to your manager if you're interested in being a champion.

Some of the 'championships' available:

- Infection Control
- Health & Safety and Fire
- Safeguarding
- Dementia
- Food Hygiene
- Nutrition