



VERULAM HEALTHCARE LIMITED

JOB DESCRIPTION

Title: **Health Care Assistant**

Responsible to: **Matron**

General Nursing Responsibilities

To carry out a high standard of nursing care, under the supervision of the Matron, in an efficient, caring, kind and respectful manner, preserving dignity and self respect of the resident wherever possible.

Aims:

- To ensure at all times, in conjunction with the other members of staff, that the physical, emotional and social well being of the resident is maintained.
- To report any obvious changes in the condition of the resident eg. distress; pain; bruising; sores; depression etc.
- To provide the necessary care required for each resident ensuring safety at all times, whilst maintaining a natural homely environment.
- To be present at “report times” and to make sure the content is understood.
- To carry out instructions given by the Matron in an efficient, conscientious manner.
- To ensure she/he is aware of the residents ‘histories’, strengths and needs and any specific care needed.
- To provide assistance to residents including washing, dressing, toileting and help with personal hygiene.
- To help provide essential physical and mental stimulation by participating in recreational and social activities with residents individually or in a group and assist the Occupational Therapist where required.
- To escort residents to and from lounges, dining rooms and bedrooms.
- To assist with feeding where required, provide suitable alternatives as discussed with the Matron.

General Responsibilities

- To attend staff meetings, staff training and fire drills.
- To carry out instructions to maintain standards of safety and cleanliness to the satisfaction of the Environmental Health, Fire and Health and Safety at Work Regulations.
- Report any accidents relating to staff or residents.
- To be respectful and courteous when dealing with relatives and other public and professional people.
- To comply with written and verbally agreed conditions of employment eg. hours of duty, time keeping etc.
- Ensure that any matter concerning residents either personal or physical are not discussed outside the Home.
- To achieve at all times, a smart, tidy appearance wearing the uniform supplied by the Company.

Signature: _____

Date: _____