

## **Russell Court Nursing Home**

**JOB TITLE** Care Assistant  
**RESPONSIBLE TO** Manager  
**ACCOUNTABLE TO** Team Leader/Nursing staff

### **AIMS OF POSITION**

1. To actively participate in meeting the personal needs of residents in such a way as to respect the dignity of the individual and to promote independence.
2. To actively participate with others members of staff in meeting the social and psychological needs of the residents
3. To help in the care of the residents physical environment and in the general day to day running of the home.
4. To assist with the care of the residents ,according to the home's policies and procedures

### **Working Relationships:**

1. To be responsible to the nursing staff and team leader.
2. To liaise with all members of staff.
3. To maintain good relationships with all persons that enter the home, whether for business or pleasure.
4. To ensure accurate, legible, current record keeping.
5. To refer to the individual care plans, in order to implement and maintain a high standard of care.

Duties will include:

1. To assist residents' with all personal care, maintaining their privacy and dignity, Inc eye care and mouth care.
2. To demonstrate understanding of residents' health and ill-health needs, with training and support from the registered nurses.
3. To assist residents' with dressing and undressing, offering them the choice of what they would like to wear that day.
4. To help residents' with mobility problems and other physical disabilities. To assist in the use, maintenance and care of personal aids and equipment and encourage clients to maintain their independence.
5. To assist residents' with continence needs, Inc indwelling catheters.
6. To promote residents' social and psychological well being by talking to them and joining in home activities, as time allows.
7. To assist with meal times, Inc serving of food and fluids, observing the current 'Protected Meal Time' policy, and ensuring the correct diet and fluid is

8. To observe residents' and report to the nurse in charge, and to take part in the creation of care plans and recording daily activities of living.
9. To maintain observation charts and report any concerns appropriately.
10. To collect urine and faecal samples as requested by senior staff.
11. To assist with the admission and discharge of residents.
12. To deliver pressure area care, following guidance from the senior staff.
13. To ensure resident's monthly weights are completed.
14. To attend mandatory training courses and staff and residents' meetings.
15. To participate in social and recreational activities within the home.
16. To answer buzzers, the front door and telephone and greet visitors to the home
17. To ensure resident's rooms are keep tidy and toiletries restocked.
18. To maintain confidentiality at all times.
19. To assist with last offices.
20. To escort residents, acting as a chaperone when required.
21. To undertake statutory and any other training that the company deems essential to the provision of the service offered.
22. To work as a team member with other staff to provide holistic care to the residents' and undertake such duties as may be required from time to time.
23. To give support and assistance to any new member of staff either in house or agency.

Rachel Caveney  
Registered Manager  
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