

BRIGHT YELLOW GROUP

Role Description & Person Specification

Job Title: CARE ASSISTANT
Reporting to: Area Manager
Location: Field (and In Branch as required)

PURPOSE

To provide dignified and respectful support, meeting all activities of daily living to ensure the safety and wellbeing of all Clients in their own homes

JOB DUTIES

1. Personal Support

Care assistants are expected to provide dignified personal care as defined in the care plan, this can include the following:

- Assist with bathing, showering, strip wash
- Shaving
- Toileting support
- Personal grooming, including hair and make up
- Support with feeding
- Support with manual handling
- Prompting with medication

2. Domestic Support

Care Assistants are expected to domestic support as defined in the care plan, this can include the following:

- Meal Preparation
- Light housekeeping, dusting/polishing/vacuuming/mopping
- Bed making
- Laundry
- Ironing

3. Social Support

Care assistants can be requested to support Clients as defined in the care plan, or as requested, this can include the following:

- Supporting clients to social functions
- Supporting clients to Health appointments (Doctor, Dentist, blood tests etc)
- Completing or assisting Clients with grocery shopping

- Transport to recreational activities (such as day centres)
- Support with filling out paperwork

Please note the above list of duties is not exhaustive. Tasks will vary depending on each client's individual needs or preference.

ROLE RESPONSIBILITIES

- Observes and reports any changes in the client's mental, physical, or emotional condition or home situation to their immediate supervisor in a timely manner.
- Establishes and maintains effective communication and a professional relationship with clients, family members, and co-workers within our Professional Boundaries.
- Participates in mandatory, refresher and other training programs as well as attend staff meetings, 121 meetings with line manager and other reasonable duties as required.
- Consistent usage of our Electronic Time Monitoring Systems.
- Completion of Client documentation and submits this and all required paperwork to the office in a timely manner according to policy. For example communication sheets, mileage and timesheets etc.
- Uses equipment and supplies safely and properly.
- Maintains confidentiality regarding client and company information.

PERSON SPECIFICATION

The following competencies are assessed during our interview process and all employees' ongoing performance management. These criteria along with the individual's performance within the role forms part of their personal development and progression within the organisation.

Key Competency	Required Skill Level
Reliable	High
Non-judgemental	High
Patient	High
Naturally caring	High
Clear verbal communication at all levels	High
Good written skills	Mid
A desire to make a difference	Mid
Practically minded	High
Naturally sociable	Mid
Ability to follow instructions & written procedures	High
Empathic	High
Integrity	High
Ability to build rapport & build trusting relationships	High

I have read and understood the above Job Description.

Signed: _____ Date: _____

Employee