

**Note: This description is not intended to establish a total definition of the job, but an outline of the duties.**

Job Title:	Care Assistant – Relief / Bank staff
Rate of Pay:	£8.94 per hour; enhanced rates for weekend work.
Location:	Princess Alexandra Home for the Blind
Accountable To:	Care Manager
Responsible For:	To care for older adults some with a visual impairment To care for adults with a learning disability
Working Arrangements:	Covering holidays and sickness on a shift system throughout the working day from 7:30am to 10:00pm (including weekends) through various shifts.

## Main Duties:

1. To help residents (if required) with:
  - (i) Dressing and undressing.
  - (ii) All aspects of personal care
  - (iii) Eating and drinking.
  - (iv) Care of personal belongings.
  - (v) Mobility.
  - (vi) One to one support as required for shopping.
  
2. To converse with residents:
  - (i) To check on their health.
  - (ii) To suggest ways of coping with problems.
  - (iii) To encourage participation in activities.
  - (iv) To promote independence.
  
3. To undertake the following duties:
  - (i) Serve meals / drinks to residents.
  - (ii) Make residents' beds.
  - (iii) Assist as required with laundry and ironing.
  - (iv) Attend training courses and staff meetings.
  - (v) Maintain residents' case files and care plans up to date.
  - (vi) Give medication as instructed by duty manager.
  - (vii) Plan and deliver in house activities / entertainment
  - (viii) Administer eye drops and apply creams as directed
  - (ix) Assist to keep bedrooms a safe environment

4. To report on residents:
  - (i) In the daily report record – record changes in physical, mental or emotional state.
  - (ii) To the duty manager – major changes and problems.
  - (iii) To the duty manager - Incidents and accidents
5. To carry out duties and respond as required in connection with any Quality System in place [e.g. IIP, ISO 9001:2008].
6. To carry out other associated duties, responsibilities and training as required from time to time by the duty manager.
7. To maintain harmonious working relationships with residents and staff.

Signed: \_\_\_\_\_  
[Employee]

Date: \_\_\_\_\_