



Job Description

Post: Trainee/Apprentice Care Assistant
Responsible to: Registered Manager, Deputy Manager & Senior Carer

Responsibilities:

CARE

The trainee / apprentice carer will work under supervision of an appointed senior staff member.

- Help to achieve and maintain a high standard of personal care as outlined in care plans
- To observe and inform the Manager or her deputy of any changes in the resident's condition and behaviour
- To be sympathetic and understanding in attending to the residents and their relatives
- To assist and encourage in Activities of Daily Living of all residents in line with their individual care plan
- To report accidents and incidents in accordance with the Home's health and safety procedures
- To receive and act on all reasonable instructions of a Senior member of staff and to undertake cleaning, cooking and other duties as may be reasonably required
- To observe residents condition and respond to their needs
- To assist in maintaining accurate records of daily progress of all residents
- To maintain confidential information in line with the Data Protection Act
- To foster trusting relationships with residents and their relatives
- To maintain professional boundaries at all times
- To familiarise themselves with the Home's Policies and Procedures
- To comply with the Social Care Worker Code of Practice
- To attend and contribute to staff meetings

EDUCATIONAL

- To participate in in-service training schemes for care workers to improve and maintain knowledge and skills
- To undertake continuing personal and professional development training in compliance with the home's policies
- To participate in implementing and maintain Quality Assurance System and policies and to familiarise with all approved procedures
- To read the information contained in the Home's safe working procedures with regards to Health and Safety as well as other training information

PERSONNEL

- To be aware of the procedure regarding fire, evacuation and medical emergencies
- To be aware of correct procedure to follow in cases of professional misconduct
- To participate in Fire Drills, Health and Safety and food hygiene training
- To observe all legal requirements with regard to care and in particular to observe and maintain confidentiality of all records and information relating to residents and the Home
- To adhere to the infection control policy to prevent cross infection
- To represent the firm in a positive manner in and outside of the workplace