**Job Description**

**Job Title:** Care Assistant

**Location:** Over Day Centre, 1 Drings Close, Over, Cambridgeshire, CB24 5NZ.

**Responsible to:** Centre Manager

**Purpose of the job:** To provide a high standard of professional care to clients (catering to their individual needs) in an environment that is friendly, engaging and health & safety conscious.

**Core tasks:**

1. Carrying out personal client care tasks e.g. bathing, toileting, including those with special needs arising from physical or mental deterioration.
2. Promoting independence by undertaking social duties, motivating clients and helping them to maintain social skills either on a one-to-one or group basis.
3. Assisting in the creation of a supportive atmosphere where clients can achieve maximum independence.
4. Co-operating with kitchen duties, as required, to meet the personal needs of clients.
5. Carrying out key worker duties to upkeep the records/reports kept by the Day Centre, including individual care plans.
6. Escorting clients outside of the Day Centre as required e.g. to and from the minibus, to the local surgery, or on outings etc.
7. Attending relevant training courses as agreed with the Centre Manager.
8. Assisting the Centre Manager by acting in a general supervisory capacity with students, volunteers and entertainers etc.
9. Setting the tables for lunch.
10. Serving and clearing meals, as well as, morning and afternoon tea.
11. Attending review meetings and participating in Staff and Care Meetings as required.
12. Providing daily activities for clients.
13. Light cleaning duties to prepare the Day Centre for the next working day.

**EQUAL OPPORTUNITIES**: The Over Day Centre Association is committed to promoting equality of opportunity for both clients and employees. All employees are duty bound to promote this policy.

**HEALTH & SAFETY**: All employees are responsible for their own health & safety and that of others whilst undertaking their duties. Employees must ensure that they adhere to the health & safety policy of the Over Day Centre Association and that National Care Standards are met.

**Person Specification**

**Job Title:** Care Assistant

***\*Essential (E) or Desirable (D)***

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| --- | --- |
| **Qualifications** |  |
| Good general level of education | **E** |
|  |  |
| **Experience** |  |
| Experience of caring for elderly persons | **D** |
| Ability to promote and participate in recreational activities | **D** |
| Experience of working with elderly people with mental disability | **D** |
| **Knowledge/Skills/Abilities** |  |
| Good oral and written communication skills | **D** |
| Good listening skills | **E** |
| Knowledge of First Aid | **D** |
| Ability to work as part of a team | **D** |
| Ability to use own initiative | **D** |
| Ability to maintain confidentiality | **E** |
| Awareness of Health & Safety requirements | **D** |
| Ability to demonstrate an understanding of positive care approaches in supporting older people in a day care setting | **D** |
| Ability to liaise with other health care and social work professionals | **D** |
| Knowledge and understanding of older adults’ mental health, dementia and neurological disorders | **D** |
| **Personal Characteristics** |  |
| Positive attitude towards care delivery | **E** |
| Willingness to undertake training | **E** |
| Flexibility and enthusiasm | **E** |
| Commitment to Equal Opportunities | **E** |
| Commitment to Health & Safety | **E** |

***NB: This post is subject to a satisfactory Enhanced Level Disclosure AND BARRING SERVICE CHECK.***