

**▶ The Old Vicarage Staverton, ▶ Longbridge Deverill House, ▶ Staverton House,  
▶ Longbridge Deverill Nursing Home**

Thank you for your interest in working with us at our family run residential home. Our present staff are hardworking and happy, while helping us to provide a caring environment for our residents. Everyone does a share of all jobs here, and is expected to take a pride in their work and to consider the residents as friends.

**Position:** Care Assistant  
**Responsible to:** Senior Carer on Duty  
**Location:** The Old Vicarage / Longbridge Deverill House / Staverton House/  
Longbridge Deverill Nursing Home

**Purpose of Position:**

1. To share with other staff in meeting the personal care needs of residents in a way that respects the dignity of the individual and promotes independence.
2. To help in the care of the residents physical environment and in the general day to day activities of the home.
3. To show empathy and understanding towards all residents.

**Job Duties & Responsibilities:**

1. To undertake personal care duties as required for service users including toileting, washing, feeding, moving and handling under the direction of the senior carer on duty.
2. To support service users in a way that maintains dignity and privacy, choice and independence.
3. To participate in record keeping, through brief written recording on individual case files. This will include basic care planning, reviews and reports.
4. To participate in organised activities, to meet service users needs; this will include excursions from the establishment, some basic food preparation and domestic tasks; one to one activities and group sessions.
5. To assist service users in the performance of practical tasks including shopping and community activities; to promote independence within and outside the home.
6. To act as a keyworker which will include activities and liaising with the residents representative/s
7. To participate in training and attend staff meetings as and when required.
8. To comply with health & safety requirements in respect of moving and handling and use of protective equipment to aid infection control.
9. General house keeping duties such as tidying rooms, launder clothing, light cleaning etc.

10. Answer call bells, the door and the telephone and greet visitors.
11. To undertake any other duties that maybe required.

### **Knowledge and Skills**

1. NVQ 2 in Direct Care or the commitment to obtain this qualification. Some training maybe in your own time.
2. Understanding of physical, personal and mental health needs.
3. Ability to follow care plans and instructions.
4. Good communication skills both written and verbal.
5. To attend all mandatory training as required.

### **Resources (job holder's responsibility for physical and financial resources)**

1. To be responsible for residents personal finances when making purchases on their behalf.
2. To provide all receipts for such purchases.

### **Working Environment**

1. Generally based within the Home, but may occasionally be asked to go to another home within the group.
2. Working with people who may be confused, emotionally distressed or display challenging behaviour. There is the potential for verbal or physical abuse.
3. There will be exposure to bodily fluids as part of the day to day duties.
4. The job involves working with cleaning materials/chemicals.