

Job Description and Person Specifications

JOB TITLE: CARE ASSISTANT

Contract Type: Fixed Term Contract

Working Hours: 40

Location: Various (Client's Home, Day Centre, Other)

Reports To: On-Call Supervisor, Company Directors

Responsible For: N/A

SUMMARY

LEC Care Solutions Ltd is a company that prides itself on providing quality care and other key services to our clients to improve and enhance their wellbeing. Our core values are:

Excellence

We aim to offer our clients an excellent service

Respect and dignity

We believe that every human being deserves to be treated with dignity and respect regardless of their age, condition and status in society

Integrity

We are committed to carrying out our duties in an ethical manner

Solution focused

We are passionate about what we do and will go the distance to find a solution to the challenges faced by our clients.

Responsive

We respond to the feedback received by our clients and are always working to improve our services

JOB DESCRIPTION

A **Care Assistant** provides help and support to people with limited mobility or other care needs. This covers a wide variety of clients – from people with physical disabilities, long-term chronic illness and learning disabilities to older adults some of whom may have dementia. The support provided would vary depending on the needs of the client. The **Care Assistant** may be required to help clients with daily personal care like bathing, feeding themselves; lifting and moving clients; and assisting them to use the toilet. **Care Assistants** might work in the client's home, at an Adult Day Care facility or support the client to attend health or other appointments as well as social activities. **Care Assistants** are required to work between a **total of 40 hours per week Sundays to Saturdays** with the possibility of doing overtime. **Care Assistants** are also expected to work on a shift basis as well as work overnight.

BENEFITS & ALLOWANCES

At LEC Care Solutions, we offer the following:

- A competitive salary
- Opportunities to work with a diverse range of clients in a variety of settings •

Training and development to expand your knowledge and skills

- The possibility of foreign travel
- Subsidised travel and uniform

ROLE REQUIREMENTS

A **Care Assistant** is expected to perform the following tasks:

- Identify clients' special needs and strengths and support them to continue to be independent for as long as it is safe to do so

- Build a relationship with the client
- Support clients in their activities
- Help with physical tasks, including, but not limited to assisting the client to walk with or without walking aids, get on and off their beds, and go to the toilet.
- Be a liaison between the family and the company to provide updates on the client's care •

Provide companionship to the client

- Provide stimulation through reading, for example newspapers, books etc.; doing puzzles or activities on the computer
- Engage in light exercise or other physical activities preferred by the client
- Assist with bathing and grooming – change clothing, comb hair and undertake skin care • Assist with oral hygiene – if required, remove dentures and ensure they are cleaned as well as ensure that the rest of the mouth including the tongue is clean
- Carry out meal preparation
- Carry out cleaning of client's bedroom and spaces frequently used by them •

Wash client's clothing and bed linen

- Accompany the client to medical appointments and fill prescriptions; in addition to regular clinic appointments there may be other medical appointments depending on the client's state of health •
- Maintain accurate and contemporaneous written records of all tasks completed for the client at each visit
- Log start and end time of all visits
- Provide receipts for all purchases made and account for all monies handled on behalf of the client •
- Report any changes in the client's health, welfare or circumstances immediately to the office and the client's next of kin.

PERSON SPECIFICATIONS

The ideal candidate should be honest and must have a clean police record. They should be friendly and supportive. They must have a genuine interest in working with vulnerable adults. They should be hardworking and be able to use their initiative when challenges arise in the performance of their duties. They should display a level of flexibility as unforeseen events may occur during the workday. The ideal

candidate will have good time management skills. They will be an excellent communicator as well as demonstrate the ability to manage stressful situations and exercise patience with the client. They must be a good team player and be able to work well with other colleagues as well as with the client's family or loved ones. Owning a car will be an asset. Moreover, the candidate must have been fully immunized against the COVID-19 virus, evidence of which must be provided.

EDUCATION AND EXPERIENCE

- Evidence of proficiency in English, written and verbal
- Hold NEC Certificate in Home Health Aide or equivalent training
- Experience of working with clients with dementia
- At least one (1) year post qualifying experience in the home care or residential care of the elderly •
More mature candidates without formal training must provide evidence of having performed this role for at least five (5) years.
- All candidates will be required to undertake an aptitude test before being offered the position •
Candidates will be confirmed in post on successful completion of a six (6) month probationary period.

OTHER CONDITIONS

- **Care Assistants** will be expected to maintain personal and professional development to meet the changing demands of the job by engaging in training courses organised or recommended by the company.
- All workers must ensure they discharge their duties and responsibilities in accordance with the company's policies and procedures, Code of Conduct and all industry-related laws and regulations. •
All workers may be expected to undertake additional duties that may arise from time to time commensurate with the grade of their post.