**JOB DESCRIPTION/ROLE PROFILE**

Job Title: Care Assistant - Bank Hours

Reporting To: Home Manager

Located At: Giboney House/ De La Cour House/ Marriott House, Belfast & Magherafelt

Hours of Work: Bank/Flexi

Shift Pattern: 8am-2pm, 7:45-4:15pm, 1:30pm-10pm, 4pm-10pm (Across a 7-day week)

Responsible For:

**MAIN PURPOSE OF THE JOB:**

**At Clanmil, our tenants and residents are at the heart of what we do. The Care Assistant (Bank) will work as part of a team to provide a range of care and support services to our residents. As bank Care Assistant you will work along side our permanent staff team to ensure adequate cover in the Home.**

**Principal Duties and responsibilities**

|  |  |
| --- | --- |
| **A** | **DAY TO DAY CARE AND SUPPORT OF OUR RESIDENTS** |
| 1 | Assist residents with individual care needs. |
| 2 | Assist in the serving/preparation of meals. |
| 3 | Assist with general housekeeping duties. |
| 4 | Attend to or assist residents with laundry requirements. |
| 5 | Assist in the formulation of care/support plans and report any changes to the Senior Carer. |
| **B** | **KEY WORKER ROLE** |
| 1 | Spend time with our residents and complete key worker reports as required. |
| 2 | Adhere to the regulations of the NI Social Care Council. |
| **C** | **TEAM WORK** |
| 1 | Be flexible and provide effective cover for other care staff in their absence ensuring our 24hr care and support for our residents. This could include night/day duty as required. |
| 2 | Engage in domestic duties as and when required. |
| 3 | Actively contribute to staff meetings, training, fundraising events to ensure a neutral and harmonious working environment is maintained at all times. |
| 4 | Take on additional specific areas of work as required by Home Manager/Senior Care as requested/if required to ensure positive outcomes for the Residents |
| **D** | **PERSONAL DEVELOPMENT** |
| 1 | Attend all training courses offered to help you fulfil your role to the best of  your ability. |
| **E** | **FOLLOW THE ASSOCIATIONS POLICIES AND PROCEDURES** |
| 1. | Familiarise yourself with company policies and procedures which you will be provided with at the start of your employment and during your induction period and induction training. |
| 2 | Understand the role of the Association and its mission and display its core values in your actions and behaviours. |
| 3 | Generate creative and innovative ideas to challenge and contribute to the Association’s way of working. |
| 4 | Staff are encouraged to embrace the Association’s Equality & Diversity Policy and commit  to the principles and aims of the Equality Scheme S75 duties with regard to religious  faith, political opinion, racial groups, men and women generally, marital status, age,  persons with a disability, persons with dependants and sexual orientation. |
| 5 | Ensure that all work you carry out is in line with the Association’s Data Protection Policy. |

*This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. In line with our values of ‘Achieving Together’ and ‘Leave a Positive Experience’, we expect all to have a flexible attitude and support each other through carrying out any other duty, from time to time, to overcome challenges and move things forward.*

**Signed by Postholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Signed by Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |
| --- |
| **Our values guide us** |
| Whilst what we do is vitally important, we think how we do it is equally important. We have all our own way of doing things. It’s what makes us unique and at Clanmil we’re no different. Our values are at the heartbeat of our organisation, they guide the way we behave and the decisions we make so we’re doing everything we can to support our customers and their communities to thrive. |
| **Leave a positive experience** |
| We believe there’s always an opportunity to leave a positive lasting impression if you show compassion and demonstrate you care. We see the person, not the problem. And whilst we know that sometimes we might have a tough conversation or make a hard decision, we will always act with honesty, fairness and respect regardless of the circumstances. After all we’re a people business, so trust and great relationships are really important. |
| **Believe in better** |
| With a world of opportunity and head full of possibility, we have a shared ambition to do more. We challenge ourselves, each other, what we do and the world around us to not just settle but improve and to strive for better. We remain curious about what could be, embracing change whilst never losing sight of what we believe in. We are force for good, so we’re confident to stand up and be counted. |
| **Achieve together** |
| Together we are stronger. It’s as simple as that. By working as one with colleagues, customers and communities we can make real change happen, overcome challenges and move things forward with great energy. It feels good to be part of something, right? We all see the world differently and we might not always agree. We embrace that. We celebrate our diversity and the benefit that brings as we know that with unity comes strength. |

**JOB PROFILE**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL / DESIRABLE (E / D)** | **METHOD OF ASSESSMENT** |
| **SKILLS / ABILITIES**  Work as part of a team including the ability to work flexible work patterns which will include night/day and weekend cover.  Be able to show empathy, compassion and a genuine caring nature.  Have the passion and motivation to make a difference to peoples lives.  Able to provide services to meet the needs of the residents in line with care/support plans.  Be well organised and able to juggle different tasks at the same time.  Be able to work under your own initiative and be creative in finding solutions.  Act in a professional manner when dealing with visitors and members of the public.  Able to act tactfully and diplomatically.  Ensure confidentiality of information, especially information regarding residents and staff. | E  E  E  E  E  E  E  E  E | Application form & Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview |
| **EXPERIENCE / KNOWLEDGE**  Understand the importance of promoting independence, choice and dignity.  Previous experience of caring for the elderly.  Be able to verbally communicate in the English Language with the client group.  Be registered, or be prepared to register, with the NI Social Care Council at the time of taking up an offer of employment.  Able to work flexible work patterns which will include night, day and weekend cover, and may include cover at our nearby sister home, De La Cour House  NVQ Level 2 in a relevant subject i.e. Care  Experience of working with people with Dementia. | E  E  E  E  E  D  D | Interview  Application form & Interview  Application form & Interview  Application form  Application form  Application form  Application form & Interview |