

Job Description

Are you kind, patient and enjoy meeting people? Martlets Care is looking for care assistants to help our clients live independently across Brighton and Hove.

- New to care? No problem
- Get paid to attend training – build a new career
- We offer guaranteed contracted work hours (after a minimum period)
- Competitive pay and benefits
- We're a local social enterprise that helps provide vital funds for hospice care
- Please note – a driving licence is essential for these roles

We'll value your life experiences, from caring for friends or family or skills gained in other roles such as hospitality, retail or leisure. In return you'll be willing to train and able to work evenings and weekends providing high quality home care to our clients.

Salary range £9.60 - £19.20 p/h

Job Title: Care Assistant

Location: Various

Main Purpose of Job:

- To provide person-centred care to clients to ensure delivery of a high quality service.
- To enable clients to live as independently, comfortably and securely as possible
- To promote the opportunity for clients to live in their preferred place of care by providing care and support to individuals and families.
- To deliver care in accordance with practices, procedures and policies of Martlets Care.

Main Duties:

- To carry out personal care tasks in accordance with the individual client care plan (see specific duties)
- To treat clients of the service with dignity, respect and maintain confidentiality, in line with our policies
- To observe, record and report any changes in client's condition to Martlets Care.
- To comply with any risk assessments associated to the delivery of care and notify the Care Coordinator of any changes in their condition or circumstances.

- To liaise with medical services in the general support and administration of medication in line with the Medication Policy and following successful assessment of competencies laid down by Royal Pharmaceutical guidelines
- To liaise/work in partnership with internal/external teams as required.
- To follow correct working practices, procedures and policies and keep up to date with new policies and research based practice
- To participate in regular supervision, team meetings and annual appraisal, in line with Martlets Care policies. Risk Assessment and Manual Handling
- To participate in training when required, including Common Induction Standards and the NVQ Programme
- To ensure that your timesheet is an accurate reflection of your work and to be responsible for it is returned to the office at the specified time
- To undertake any other reasonable duties as required by Martlets Care
- This job description is for guidance only and maybe subject to review and revision as the requirements of the post change

Internal Relationships:

- Accountable to the Care Coordinator
- Clinical Supervision will be provided
- Close working team relationship with all other Care Assistants and Registered Nurses

Specific duties:

1. Assisting clients with personal care tasks, which will include; washing, dressing, showering, bathing, dressing and undressing, oral hygiene, toileting and getting in and out of bed
2. Safe working practice to ensure good infection control
3. Maintaining a hygienic environment by ensuring cleanliness of client's rooms, i.e. bedding, sitting and any surfaces, work areas i.e. toilets, bathrooms and kitchens
4. Apply safe Manual Handling techniques
5. Care of skin and pressure areas
6. Providing assistance with continence
7. Assisting clients with their mobility using the appropriate equipment as instructed
8. Preparing and/or heating meals, drinks and snacks where necessary
9. Enabling clients to take their prescribed medication and completing the necessary documentation
10. To comply with Confidentiality of all Martlets Care Operations and those involved with Martlets Care including Clients, their families and other staff members

This list is not exhaustive and maybe subject to review from time to time

Person Specification

Job Specification	
Physical, Mental Emotional and Environmental Demands of the Job	
<p>Physical Skills</p> <ul style="list-style-type: none"> • Good timekeeping • Delivery of personal care <p>Physical Demands</p> <ul style="list-style-type: none"> • Kneeling and bending • Use of mechanical/electrical equipment • Carrying supplies <p>Mental Demands</p> <ul style="list-style-type: none"> • Attention whilst undertaking personal care/medication needs for clients • Driving in adverse conditions <p>Emotional Demands</p> <ul style="list-style-type: none"> • Communication with anxious/ concerned/distressed clients and their families • Dealing with clients with challenging behaviour • End of life care and death of client <p>Working Conditions</p> <ul style="list-style-type: none"> • Variable due to working in the community 	<ul style="list-style-type: none"> • At appropriate visits • At every appropriate visit • At appropriate visits • At appropriate visits • At appropriate visits
<p>Most Challenging Part of the Job</p> <ul style="list-style-type: none"> • Delivering care in changing environments and meeting the needs of individual client's plans to a high standard 	
Knowledge, Training and experience required to do the job	
<ul style="list-style-type: none"> • Car Driver essential • Good Communication Skills verbal/written • NVQ level 2 or equivalent experience working in a care/health environment • Ability to work unsupervised 	
Communications and Relationships	
<ul style="list-style-type: none"> • The post holder will communicate on a regular basis with the following: • Clients • Families/Relatives/Carers • GPs/District Nurses • Multi-disciplinary teams 	