

Wimbledon Guild of Social Welfare

Job Description: Care Assistant

Based at: Rosemary Lodge

Reporting to: Head of Care through line managership of identified RN

Hours: 35 hours per week.

This post will be within band C of the Wimbledon Guild's pay structure, or band D if the employee has an NVQ level 3 in care.

Description of the post:

Rosemary Lodge is a care Home with Nursing, which is wholly owned by the Wimbledon Guild of Social Welfare

The aim of the Guild is to provide holistic care for the Residents of Rosemary Lodge, to the standards laid down by The Community Care Act 2000.

The Care Assistants will be responsible for the carrying out of the major part of the care of individual Residents in the home as laid out in the care plan.

The main tasks are as such:

Client Responsibilities

To assist the Guild in providing an excellent service to clients at all times

1. To ensure that the care of the Residents as laid down in the care plan is of the highest quality. This would include all aspects of personal care, helping to maintain the psychological, social and spiritual wellbeing of the Residents as well as the physical.

2. To work as part of a team for the benefit of all Residents, whilst also having key responsibility for some identified individuals.
3. To treat all Residents at all times with respect, recognising their individual's personalities and their needs.
4. Maintain and regularly update all individual care plans.

Department Responsibilities:

To ensure that the needs of the Residents are met wherever possible.

1. To work closely with Residents' families to achieve the best care for the individual
2. To ensure that all relevant information is shared with colleagues
3. To undertake training as appropriate to maintain expertise
4. To report all significant incidents to an RN or Head of Care.
5. To be familiar with the requirements of the minimum care standards.
6. To maintain all records as required

Financial Responsibilities

To make a contribution in the overall management of the Guild's Budget.

1. To be mindful of waste

Organisation Responsibilities

To ensure that practice meets standards and is in sympathy with the aims of the Guild.

1. To Work within the Guild's Equal Opportunities Policy and ensure that its principles are actively incorporated into the planning, delivery and monitoring of services.
2. To undertake other duties in line with the needs of the service as directed by the Head of Care.
3. To work flexibly as part of a small team, within a larger one.
4. To attend meetings and training as required, maintaining and improving skill and professional knowledge.
5. To be aware of and to work as part of the Wimbledon Guild as a whole.

Risk Management.

To protect the Wimbledon Guild's interest at all times

- 1) To work to and uphold the policies and procedures of Rosemary Lodge.
- 2) To work in compliance with Health and Safety Legislation, the policies on Hygiene, Moving and Handling, Risk Assessment etc, where appropriate and to assist in the development and reviewing of essential policies and procedures.
- 3) To maintain the confidentiality policy of the Guild.
- 4) To advise the Head of Care, or another senior manager, of any event which may possibly adversely affect the Guild.

09/06

Rosemary Lodge

Person Specification

Post: Care Assistant

A. Knowledge, Skill and Experience Required

1. Ability / willingness to work with older adults
2. Ability to communicate effectively.
3. Ability to maintain a safe, homely environment.
4. Ability to meet individual needs of all residents.
5. Evidence of knowledge development.
6. NVQ level 2 / 3 in care desirable

B. Performance Required

Results Focused

- Strives to meet or exceed performance objectives, health and safety legislation and quality standards.

Client Focused

- Takes personal responsibility to deliver an effective service for Residents.

Team Focused

- Works as part of an effective team that delivers an excellent standard of work. Contributes to effective team working by working collaboratively with others. Accepts help from others. Communicates constructively, honestly and openly with colleagues. Takes responsibility for events or outcomes.

Development Focused

- Works at developing knowledge, skill and motivation within the objectives of the Guild.

Communication

- Communicates in a clear and persuasive manner. Actively listens taking others views into account. Gains respect by operating in a professional and credible manner.

Change

- Has a flexible approach and is open to new ideas. Willing to participate in the change process. Remains positive despite setbacks, changes and ambiguities.

09/06

Wimbledon Guild

Application for Employment

Please complete in black ink

Job applied for:

Ref no: Closing date:

Where did you see the job advertised?

Personal Details

| | | | |
|---------------|--------------|-----------------------------|--|
| Surname: | | First name: | |
| Home address: | | | |
| Home tel no: | Work tel no: | May we contact you at work? | |

Present post – or most recent employment

| | | |
|---|---------|---------------|
| Job title: | Salary: | Start date: |
| | | Leaving date: |
| Employer: | | |
| Address: | | |
| Notice required (if you have left, please give reason for leaving): | | |
| Brief details of responsibilities and reporting relationships: | | |

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Wimbledon Guild

Previous employment:

Start with most recent

| Dates employed | Employer's name and address | Job title and main duties | Reason for leaving |
|----------------|-----------------------------|---------------------------|--------------------|
| | | | |

Education

Secondary and higher education / courses attended:

| Date / Establishment | Examinations passed / professional qualifications / training undertaken | Grades |
|----------------------|---|--------|
| | | |

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Reference

Please give the name and address of two referees, who should not be related to you. One of your referees should be your current or last employer.

| | |
|-----------------------------------|-------------|
| A: | B: |
| Tel: | Tel: |
| Occupation: | Occupation: |
| May we contact your referees now? | |

Declaration

I confirm to the best of my knowledge that the information given on this application is true and correct and can be treated as part of any subsequent contract of employment.

Signed: Date:

Official use only

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Supporting Statements

You will sometimes use the same information more than once, please do not be afraid to do this. Only put qualifications which you feel are relevant for the job.
(Don't forget to describe positively your skills and aptitude. Use active words like "I plan" or "I organised")

A. Explain how your knowledge is relevant to the job applied for

B. Describe your experience which is relevant for the job

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C. Demonstrate how your aptitude and skills will enable you to do the job

D. Why do you feel you would be a suitable candidate for this job?

Equal Opportunities

Monitoring of applicants

The dual aims of Wimbledon Guild are to ensure the fair and equitable treatment of all job applicants and to meet the requirement of equal opportunities legislation. Would you therefore please complete this form and return it with your application form.

We give you the following assurances in relation to the information you provide us:

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- This Equal Opportunities – Monitoring of Applicants form will not be used in the short listing process
- This form will be shredded once the relevant data has been stored on a secure database
- The information on the database will be treated in strict confidence

If you have any queries or comments relating to the completion of this form, please contact our Personnel and Administration, at our address.

Thank you for your assistance.

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Ethnic Origin

How would you describe your ethnic group? (Please tick)

- | | | | |
|----------------------------|--------------------------|----------------------------|--------------------------|
| White British | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | Any Other Asian Background | <input type="checkbox"/> |
| Any Other White background | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> |
| White and Black Caribbean | <input type="checkbox"/> | African | <input type="checkbox"/> |
| White and Asian | <input type="checkbox"/> | Any Other Black Background | <input type="checkbox"/> |
| White and Black African | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Any Other Mixed Background | <input type="checkbox"/> | Any Other | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | Not Known | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | | <input type="checkbox"/> |

Disabilities

Do you have any disabilities? (please state nature)

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Are you registered as disabled?

Yes No

Registration number:

Age group

- | | |
|----------|--------------------------|
| Under 25 | <input type="checkbox"/> |
| 25-34 | <input type="checkbox"/> |
| 34-44 | <input type="checkbox"/> |
| 44-54 | <input type="checkbox"/> |
| Over 54 | <input type="checkbox"/> |

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Please complete the following details in block capitals, answering all of the questions

Personal Details

| | |
|---|-------------|
| Surname: | First name: |
| Vacancy reference shown in advertisement: | |
| Job applied for: | |
| Where did you see the advertisement for the job? (If in a newspaper, specify which one) | |

Number Allocated.....