

EMPLOYMENT SPECIFICATION

HEALTH CARE ASSISTANT RETIREMENT/RESIDENTIAL HOMES

RESPONSIBLE TO:

1 SENIOR HEALTH CARE ASSISTANT
2 HOME MANAGER

Risedale undertake to recruit, select and develop Health Care Assistants who demonstrate the ability to perform within the following role:

- 1 Undertake to maintain the physical, psychological and social welfare of residents by delivering acceptable and professional care standards.
- 2 Under the supervision of the Senior Health Care Assistant and Team Leaders to enhance and develop Risedale's Organisational Care and Service Standards and to perform in accordance with policy and procedure documentation.
- 3 Demonstrate an understanding of the requirement to promote residents identity, autonomy and self-esteem, at all times ensuring the protection of clients dignity.
- 4 Promote and utilise relevant communication skills with residents and their immediate and extended families, in a calm and professional manner.
- 5 Maintain appropriate documentation relevant to the Health Care Assistant's role.
- 6 Dispense medication, in accordance with Company policies and procedures.
- 7 Offer innovation and positive attitude to change.
- 8 Demonstrate a genuine affinity towards vulnerable clients, and an understanding of their needs and undertake to deliver care in a respectful and dignified manner.
- 9 Maintain resident and Company confidentiality policies and procedures.

- 10 Demonstrate an awareness that vulnerable clients are equal members of society and therefore, adopt an appropriate attitude by providing individualised and not task focused care.
- 11 Accept the importance of the service users immediate and extended family and include them whenever appropriate.
- 12 Accept the needs and responsibilities of providing 24 hour service which will include shifts and night rotation.
- 13 To deputise in the absence of the Team Leader, due to holidays/sickness
- 14 To attend induction and ongoing compulsory training to continue to develop as a person and for the benefit of our residents.

The role of the Health Care Assistant is both demanding and challenging but can be infinitely rewarding.

It is intrinsic to the role to be on your feet for the majority of your shifts and you should therefore be healthy enough to do this. We actively embrace equality throughout the organisation and would be happy to discuss the suitability of this role with any applicant with a disability.

This specification does not form part of the Contract of Employment and does not reflect all responsibilities but does provide a framework of information regarding the post.

Specifications are periodically reviewed to incorporate research and development opportunities. Participation throughout the review process, by the post holder, is positively encouraged.

Risedale Estates Limited operates a Restricted Smoking Policy.

Risedale Estates Limited is an Equal Opportunities Employer.

PERSON SPECIFICATION HEALTH CARE ASSISTANT
RETIREMENT & RESIDENTIAL HOMES

RESPONSIBLE TO:

- 1 SENIOR HEALTH CARE ASSISTANT
- 2 HOME MANAGER

Risedale undertake to recruit, select and develop Health Care Assistants who can demonstrate the following qualities:

- 1 Be aged over 18 years.
- 2 Offer previous experience and/or professional development to NVQ Level II or III Care or be willing to undertake such development.
- 3 Provide two written references, one to be from a previous/current employer.
- 4 Demonstrate an awareness of caring and nursing reality, pertinent to care of the vulnerable client.
- 5 Offer innovation, and a positive attitude to change.
- 6 Maintain Risedale's Organisational Standards, supervised by Team Leader/Registered Nurse.
- 7 Demonstrate a genuine affinity towards vulnerable clients, and an understanding of their needs.
- 8 It is intrinsic to the role to be on your feet for the majority of your shift and you should therefore be healthy enough to do this.
- 9 Maintain resident and Company confidentiality policies and procedures.
- 10 Demonstrate and awareness that vulnerable people are equal members of society and therefore, adopt an appropriate attitude.
- 11 Accept the importance of the service users immediate and extended family and include them whenever appropriate.
- 12 Be willing to undergo a Criminal Records Disclosure by the Criminal Records Bureau