

## Bedford Citizens' Housing Association

<b>Job Title</b>	Carer
<b>Location</b>	Bedford Charter House (BCH)
<b>Responsible to</b>	Deputy Care Home Manager or Night Care Manager
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Residents, Relatives, other Carers and the Managers of BCH

### **Main Purpose of the role:**

- To work as part of the team providing personal care and support to residents of BCHA.
- To support and care for residents in a way that ensures they have active and fulfilling lives.
- To be responsible, when trained, for the administration of drugs medication, when required.
- To comply with the standards required by the Care Quality Commission and BCHA.
- To deliver a service that protects the dignity of residents
- To be the Key Worker for identified residents.

### **Main duties and responsibilities:**

<b>1</b>	To assist residents according to their needs and wishes with personal care including washing, toileting, dressing, undressing, continence control and at mealtimes.
<b>2</b>	After training, to use equipment provided for moving, handling and weighing residents correctly
<b>3</b>	To treat all residents with dignity and respect at all times
<b>4</b>	To be the Key Worker for specific residents
<b>5</b>	To be responsible when trained, for administering drugs
<b>6</b>	To care for residents who are unwell or dying, under supervision.
<b>7</b>	To maintain accurate and comprehensive Care Plan Records in accordance with your responsibilities and instructions.
<b>8</b>	To attend handover meetings promptly at the beginning of each shift.
<b>9</b>	Following training act within the legal and regulatory requirements covering care homes, including:- Care Standards Act Health & Safety requirements Fire Regulations.
<b>10</b>	Demonstrate an up-to-date knowledge of SOVA requirements and work within these guidelines at all times.

<b>11</b>	To be aware of, and comply with, Bedford Charter House and Bedford Citizens' Housing Association's Policies and Procedures.
<b>12</b>	Ensure that all visitors to BCHA receive a warm and professional welcome. Make sure that any questions received from relatives of residents are answered accurately, referring to a Manager any questions which you cannot answer.
<b>13</b>	To assist in providing mental and physical stimulation for residents
<b>14</b>	Assist with duties in the dining room, kitchen or laundry duties on an as and when required basis.
<b>15</b>	To undertake training as required to fulfil the duties and responsibilities of the role
<b>Any other duties or variations to the above duties that may be reasonably required by BCHA from time to time:</b>	

**The above list sets out the principal responsibilities of this post but it is not exhaustive of all the duties that may, at any time, be required.**

**I confirm that I have read, understood, agree to and am capable of carrying-out my job as described in this document.**

**Signed by the Employee:  
Date:**

**Signed by the Manager:  
Date:**

<b>Person Specification for:</b>	<b>Carer</b>
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<b>Essential Competencies</b>	
1.	Demonstrate an understanding of the needs of older people
2.	Willingness to undertake the required training up to at least NVQ2
3.	Good written and verbal communication skills
4.	Team Player
5.	Good customer care skills

<b>Desirable Competencies</b>	
1.	NVQ 2 in Care
2.	Experience of working in a care home
3.	An understanding of Health & Safety issues

**Rev June 2016**