



## JOB DESCRIPTION HEALTH CARE ASSISTANTS

Position: Health Care Assistants  
Responsible to: RN in Charge/Registered Manager

### Principal Responsibilities

- To work as a member of the team under the supervision of the Person in Charge.
- To support all aspects of Person Centred Care
- To support Residents with washing, bathing, toileting where needed, but encouraging them to do as much as possible for themselves.
- To serve beverages and meals and helping those Residents who require assistance with eating or drinking.
- To carry out pressure care, oral, toileting and other personal care as required by Residents.
- To support walking and mobilizing Residents in accordance with their care plans and wishes.
- To check Residents' clothing and rooms, including wardrobes and drawers, and keep them clean and tidy.
- To clean and tidy sluice, empty yellow clinical sack when full, clean commodes and replace pots.
- To observe Health & Safety regulations and procedures. To follow all Westerleighs policies and procedures as directed in Employees Handbook
- To report faulty equipment or other hazardous promptly to Registered Nurse in Charge
- Staff must, at all times, respect the Resident's privacy and dignity and treat them with respect and understanding.
- Westerleigh's 'Philosophy of Care' must be clearly understood and conscientiously followed.
- To record all aspects of care given, offered and refused clearly in black ink, date and sign at time of care given.
- To report any concerns of Resident deterioration of health, to Registered Nurse

- To review and update all care plan documentation or assessments and complete all Keyworker notes
- Meet and greet visitors as they arrive, ensure they are offered refreshments.
- To answer call bells promptly.
- You must ask the person in charge to give permission before going off duty, this includes when taking breaks.
- To be punctual for duties. To reflect any lateness on timesheets.

Certain training activities are Mandatory. The Training Co-ordinator is responsible for ensuring that all staff receives supervision on a continuous basis with annual appraisals and all staff comply with the Legal Requirement to attend training.

Please note that this Job Description will be subject to continuing review and development.