

Care Assistant – Day Shift Job Description

Bethany House is operated by a Christian charitable company, Preston Bethany Care, which is led by a board of volunteer company directors who also serve as charity trustees. Bethany House was established in the mid-1980s as a Christ-centred home for older adults, providing excellent care and spiritual encouragement.

It is a fundamental principle of the charity that your workplace should be an expression of committed Christian care. It is expected that all staff will commit to avoiding doing anything whilst at work that would undermine this expression and ethos.

Accountable to

The Bethany House registered manager, care managers and senior care worker

Responsibilities

1. To work with and under the direction of the manager, care managers and the senior care worker.
2. To attend to the personal needs of residents including dressing, undressing, washing, bathing, feeding, helping in and out of bed, assisting to the toilet.
3. To help with the organisation of social activities and to participate in them to help promote residents' self-esteem and physical and mental wellbeing. To accompany residents where required on community visits, including medical appointments, shopping, recreational pursuits, outings and Christian fellowship, as duty rotas permit.
4. To help with problems of mobility and other physical disabilities, helping with the use of disability aids and caring for the same, where appropriate
5. To help maintain quality of life for residents, having regard for privacy, dignity and self-respect. To help them maintain contact with family, friends and the community.
6. To help care for residents who are terminally ill.
7. To help create and support a homely atmosphere where residents can achieve maximum independence.
8. To help with setting up the dining room/meal trays in readiness for mealtimes.
9. To help serve food, assisting residents with eating and drinking as required. To prepare light meals and snacks if required, liaising with kitchen staff as necessary.
10. To help clear up the dining room after meals, ensuring all dirty cutlery, crockery and utensils are returned to the kitchen. To wash and dry crockery, cutlery. Strict principles of hygiene must be observed when attending to food and related equipment. The health and safety risk assessments must be read, understood and noted.
11. To help make and change beds, and assist with light domestic duties such as tidying rooms, dusting, polishing, cleaning windows (internal surfaces) and emptying commodes as required. To ensure that the home is clean and tidy.
12. To attend to the laundry of the residents ensuring laundry items are clearly marked. Sluicing soiled clothing and bedding. Using the washing machine and ironing clothes and linen as needed. Attending to any reasonable mending required.
13. To keep store cupboards clean and tidy, and to ensure that all the equipment and materials are cleaned after use and before storage.

14. To report to the person in charge any observation concerning residents, staff, equipment or any other matter that should be brought to their attention.
15. To understand clearly all fire precautions and use of fire appliances, and to take part and give whatever assistance the person in charge may instruct during fire alarms or drills. To be vigilant to prevent an outbreak of fire. Smoking is forbidden in the home.
16. To report to the person in charge any equipment or commodity which is thought to be faulty.
17. To help maintain a safe and healthy environment in the home with due regard to appropriate food hygiene, and health and safety regulations. To report all accidents to the person in charge.
18. To read and write reports, and to participate in staff and residents' meetings as appropriate. As your work will involve access to confidential information, you must abide by our data protection policy and procedures at all times.
19. To participate in training activities as directed by senior staff.
20. Care assistants must work in harmony with other members of staff and other persons who work in or visit the home.
21. Meals and breaks taken within duty hours must be taken in the home to ensure that assistance is available if needed urgently.
22. Staff are not allowed to accept any monetary gifts from residents or act as a witness or executor of a resident's will.
23. Bethany House has a Christian ethos. You can find out more on our website at <https://bethanyhouse.org.uk/christian-ethos>. It is important that all staff work within and support our Christian ethos and values, even where the job role doesn't state the requirement to be a practising Christian.
24. You may be required to undertake other duties commensurate with your role as necessary.