

**Our Values:**

- S**upport and listen
- U**se an open, honest culture
- P**ut you at the heart of our service
- E**nsure you feel safe
- R**espect your life choices
- B**e kind and compassionate



**Job Title:** Day Care Assistant – Residential  
**Salary:** (depending on experience and qualifications) plus enhancements for weekend working  
**Reporting to:** Shift Leader / Home Manager  
**Hours of work:** Flexible up to 36 hours per week, on a rolling shift pattern including alternate weekends, bank holidays and evenings as required to meet service needs.

**Job Purpose**

To deliver empathetic and high-quality personal care, emotional and physical support, and the needs of elderly, vulnerable and frail residents, some of whom are living with dementia, in a person-centric and respectful way, maintaining their dignity and promoting their independence in a residential environment.

**Main Duties and Responsibilities**

- Provide all aspects of personal care in line with residents' care plans whilst encouraging them to retain their independence to carry out tasks themselves wherever possible
- Contribute towards creating a warm, reassuring, and homely atmosphere and providing companionship and a friendly face
- Maintain the cleanliness and tidiness of residents' personal clothing, possessions, and spaces, adhering to our infection, prevention and control policies and procedures
- Encourage residents to sustain their health, mental wellbeing, fitness, and mobility, to best maintain their independence, and provide support where needed.
- Administer medication in line with care plans (designated, trained staff only)
- Promptly report any information, issues or concerns regarding the care, support, wellbeing or behaviour of residents or colleagues

**General**

- Work effectively in your team, sharing knowledge and best practice
- Comply with company policies and procedures and ensure up to date knowledge
- Practice responsible safeguarding, raising awareness of risks and hazards
- Keep accurate records
- Maintain confidentiality
- Promote anti-discriminatory behaviour, being culturally sensitive about personal characteristics

The duties and responsibilities in this job description are not exhaustive but represent the type of work required. The postholder will be required to undertake other duties appropriate and consistent with the purpose of the job.

<b>Selection Criteria</b> <b>A = Application Form, I = Interview, T = Test or Case Study, P = Personal Assessment</b>	<b>Essential (E) or Desirable (D) Criteria</b>	<b>Assessment Method (A, I, T, D)</b>
<b>Attributes / Skills:</b>		
1. Effective communication	E	A, I
2. Interest in working in residential care setting	E	A, I
3. Ability to build meaningful relationships whilst maintaining professional boundaries	E	I
4. Punctuality and reliability	E	I
5. Conscientiousness, care, and compassion	E	I
6. Patience	E	I
7. Empathic approach	E	I
8. Willingness to participate in training sessions as required	E	I
9. A reasonable level of fitness	E	P
10. Commitment to Equality, diversity, and inclusion	E	I
11. Clear understanding of confidentiality	D	A, I
12. Able to deliver excellent customer service	D	A, I
13. Commit to learning how the companies digital system's work and to use them on a daily basis	E	A, I
<b>Experience:</b>		
1. Experience in a social care environment	D	A, I
2. Experience of working with older people	D	A, I
3. Experience of working with people with dementia	D	A, I
4. Experience of administering medicines	D	A, I
5. Understanding of safeguarding adults at risk	D	A, I
<b>Qualifications / Training:</b>		
1. National Care Certificate (CQC)	D	A
2. Level 2 Diploma in Health and Social Care	D	A
3. Level 3 Diploma in Health and Social Care	D	A
4. Basic Food Hygiene	D	A
5. First Aid	D	A
6. Dementia awareness	D	A, I
7. Health and Safety, e.g., moving and handling	D	A, I

This Job Description and Person Specification are revised periodically and amended as necessary to ensure that the content reflects the needs of the service.

I acknowledge the receipt of the above job description:

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_