# Person Specification

**Company Background**

Macklin Care Homes, established in 1980, is a family run business employing over 300 people in the Care sector. Macklin Care Homes comprises of Ratheane Care Home, Coleraine (76 beds), Leabank Care Home, Ballycastle (52 beds), Arlington Care Home, Belfast (25 beds) and Parkmanor Care Home, Dunmurry (78 beds).

At Macklin Care Homes we are proud of our values and unique positive culture that we live each and every day. This is reflective of our relationships with our residents, their relatives, our suppliers and the local community.

We promote a culture of working as one team, using their knowledge and expertise to continually excel and improve the standards of care for our residents.

Our residents are at the heart of our homes; we are inspired not only through their stories and experiences of years gone by, but also by knowing we are making a difference in their lives.

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| **Job Title:** | Care Assistant  |
| **Reporting:** | Staff Nurse |
| **Basic Function:** | To assist the nursing staff in providing care on an individual basis appropriate to the social, emotional and physical needs of the patient, in line with the Patient Charter of Rights, and under the Nursing Home Minimum Standards. |

**Essential Criteria:**

* Good General Health (medically fit)
* Must have a good command of written and spoken English
* 1 years experience in a caring background
* Ability to communicate with the elderly
* Ability to work set hours, flexible to meet the needs of the organisation

**Desirable Criteria:**

* NVQ in care
* 2 years experience in a caring background
* Knowledge of Care of the Elderly Patients Charter of Rights
* Moving and handling patients

**Skills:**

* Commitment to The Macklin Care Homes Mission, Vision and Core Values
* Core Values - Treat People Really Well, Continuous Development, Trust and Dedication.
* Priorities - Our Teams, Our Residents, Our Community, Our Future
* Ability to deliver a high standard of patient care
* Exceptional organisational skills
* Ability to communicate and listen, ability to work co-operatively with other staff
* Ability to work under pressure and use own initiative
* High standard of personal presentation
* Attention to detail

**Job Description**

**Position**  Care Assistant

**Reporting line**  Staff Nurse

**Hours of work** Shift Pattern

**Basic Function:**

To assist the nursing staff in providing care on an individual basis appropriate to the social, emotional and physical needs of the patient, in line with the Patient Charter of Rights, and under the Nursing Home Minimum Standards.

Professional responsibilities

* Individual care for each patient by creating a relaxed and homely environment which maximises the individual patients opportunity for independence.
* Assists in feeding, dressing, bathing, lifting, mobilising and all other personal hygienic functions of each patient.
* Make beds neatly and tidy drawers, lockers and wardrobes within bedrooms.
* Assists in the general tidying and cleaning of the Home and all nursing equipment.
* Assists in maintaining a supply of clean laundry by carrying out laundry duties when requested.
* Collect patients’ clean clothes from laundry and return to wardrobes/drawers of bedrooms.
* Works as part of a team to maintain a high standard of nursing care in the home.
* Assists in the organisation and implementation of social activities in the home.
* Continues the Company’s policy of being polite and courteous to all doctors, pharmacists, external medical staff, patient’s relatives and friends, religious practitioners and the Northern Health Board Nursing Home Inspection Unit Team.
* Continually updates oneself on current procedures through the use of literature available in the Home and attends internal and external courses when requested by the Staff Nurse/Matron.
* Complies with all infection control measures operating within the Home.
* Wears protective clothing as required.
* Takes responsibility for the protection of vulnerable adults and reports to management where they consider a person has caused harm or posed risk of harm to any patient.
* Is compliant with the Company’s Health and Safety Procedures.
* Adheres to the fire and accident prevention policy of the Home.
* Observes confidentiality at all times.

Administrative responsibilities

* Ensures the economic use of all supplies and equipment. Maintaining all these resources in a satisfactory condition and reporting any faults/breakages.
* Reports all accidents, complaints and defects in equipment to the primary nurse.
* Ensures the safe keeping of patient’s belongings and valuables in accordance with the Home policy.
* Does not accept gifts from patients or witness a patient’s will.

Personnel responsibilities

* Is compliant with the Company’s Equal Opportunities Policy.
* Is familiar with the Home’s fire evacuation procedures.
* Is compliant with all Company’s personnel/HR policies.

**This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the jobholder. It is not intended to be rigid and inflexible, but should be regarded as providing guidelines within which the individual works.**