



Care Assistant

Job Description

About Lincolnshire House

Lincolnshire House is a registered charity based in Scunthorpe, North Lincolnshire, providing residential, day and respite care services for adults with Cerebral Palsy and Similar Disabilities.

We provide high quality residential accommodation for 35 residents with day and two respite care facilities for people who have some form of Cerebral Palsy. Our aim is to provide as full and varied a life as possible for people in our care.

We are recognised as a quality provider of residential care for adults with Cerebral Palsy and similar disabilities.

Role Purpose

- To look after the physical, emotional, cultural and social needs of the residents using a person-centred approach.
- To observe and promote the resident's choice, independence, dignity, privacy, fulfilment and other rights.
- To create and maintain good professional relationships with residents, their family and friends and other stakeholders.
- To actively support other Care Workers.
- To adhere to all regulatory and statutory obligations and Lincolnshire Houses policies, procedures and guidelines.
- To actively market Lincolnshire House and promote a positive, personal and professional profile, ensuring the good reputation of Lincolnshire House at all times.

Values

- We are Supportive and Respectful of our residents and one another.
- We aspire to be Honest and Transparent with each other at all times.
- We will consistently be Professional and Competent when carrying out our actions and duties.
- We are proud to be a part of Lincolnshire House.

Role Responsibilities

Care Provision

- To provide personal care and support to Residents with a wide range of needs.
- To know and understand the care and support of the Resident.
- To undertake the tasks detailed in the Residents care and support plan using a person centred approach and in the least intrusive way.
- To encourage the independence and motivation of the Resident and not foster dependent behaviour.
- To provide input onto the care and support plans of Residents by regularly feeding back to the Senior Care Officer/ Assistant Manager.
- To assist Residents getting up in the morning and going to bed at night.
- To assist Residents to wash, bath and shower.
- To assist Residents to dress and undress.
- To assist Residents to look after their skin, teeth, hair and nails.

- To assist Residents with toileting, continence management and personal hygiene.
- To assist Residents with their medication at the agreed level of support and as detailed in their Medication Care Needs Assessment.
- To prepare food and drink for the Residents, being aware of the Residents choice, likes/dislikes, nutritional needs and cultural requirements.
- To provide light general household domestic duties, including housework and laundry as instructed by Management.
- To use manual handling equipment safely and correctly.
- To take responsibility for the safe handling of property and equipment belonging to the Resident.
- To maintain good communication and develop effective working relationships with Residents.
- To provide companionship to the Residents, actively talking and listening to them about their interests.
- To help the Residents to maintain contact with their family and friends.
- To accompany the Residents on trips into the community.
- To assist the Residents to manage their personal affairs.
- To ensure as safe as possible the living environment for the Resident, whilst respecting the Residents choice and rights.

Recording and reporting

- To maintain detailed accurate records in respect of care and medication support given and tasks undertaken.
- To regularly read care and support plans, acknowledging changes.
- To protect the confidentiality of all information relating to the Resident and not divulge information to anyone who is not authorised to receive it.
- To promptly report to the Senior Care Officer/ Assistant Manager any issues concerning the care, support, well-being or behaviour of the Resident and update records accordingly.
- To continue to monitor where concerns have been reported and recorded.
- To recognise the signs of abuse and immediately report abuse or suspected to a Manager.
- To report any complaints to the Manager or Assistant Manager.
- To contact the office or Senior Care Officer if running late.

General

- To dress appropriately and use personal protective equipment where appropriate provided by Lincolnshire House.
- To seek out best practice and look at innovative ways to improve the quality and efficiency of service delivery.
- To attend and participate in regular staff meetings and any other relevant meetings.
- To attend in house and external training pertinent to the role of the Care Worker.
- To ensure completed weekly timesheets are submitted on time.
- To observe all health and safety rules and take reasonable care to promote health and safety of self and others and raise any concerns to the Senior Care Officer/Assistant Manager.
- To aim to ensure everyone has equal treatment and equal access to services.
- To support fundraising events.
- Any other duties requested by Senior Management, which are within the scope of the post.