



Job Description

Job Title:

Care Assistant

Your name:

Your place of work:

Pilgrims' Friend Society is a Registered Charity which has been providing Christian care and support for over 200 years. Our Christian ethos remains central to everything we plan and do, and all our senior staff are committed Christians.

It is a fundamental principle of Pilgrims' Friend Society 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.

We have a distinctive approach to living with people in our homes and schemes. We refer to the people who live with us as "family members" and our approach to care known as "The Way we Care" (TWWC) is highly person centred and values each person as precious and made in God's image.

We are seeking dedicated individuals who are passionate about providing holistic care and support to our family members at Pilgrims' Friend Society. As an integral part of our team, you will play a crucial role in ensuring the well-being and happiness of our family members. To uphold our mission and values, we expect all staff to embody TWWC in their daily responsibilities. We want to engage with the communities and churches around our homes to their benefit as we share our resources and to our benefit as we recruit volunteers who add so much to the quality of what we do. Below are the key expectations for this role:

Important note: Night staff are not permitted to sleep during any part of their shift, including during breaks, unless they are on a specified “sleep-in” duty. Staff who sleep on night duty will be dismissed and have their names reported for possible insertion on the DBS “barred” list as having abused vulnerable adults through neglect. Those whose names appear on this list are prevented from working in care in the future.

1. The main purposes of your job are:

- To provide a professional service for the care and the wellbeing of all our family members on a personal level and to undertake other duties as directed by the management
- To have a consistent positive attitude showing a respect for the on-going development of a person-centred culture within the home
- Participate in on-going learning which will develop your own emotional self-awareness enhancing your person-centred approach towards others

2. Where you fit into the team:

You are responsible to the Care Team Leader or Care Manager.

On a daily basis, you are responsible to the duty member of the management team, whether they are on duty on site, sleeping-in on-site or on-call by telephone.

3. Your main job duties are:

1. Provide support to family members with their activities of daily living as identified in their care plan to enable them to retain the highest possible degree of privacy, choice and personal independence
2. To read the life histories of those family members experiencing dementia so you are able to understand possible triggers of behaviours and actively live in their moment. This is especially important for night staff
3. To comfort and assist those family members who walk with a purpose at both day and night

Night staff are not permitted to sleep during their shift, including during breaks, unless they are on a specified “sleep-in” duty. Please see the highlighted “Important note” above

4. Regularly monitor all family members in accordance with their care plan to ensure their safety and well-being, including:
 - a. help with personal needs and giving reassurance
 - b. providing appropriate levels of nutrition especially in the area of fortified or modified diets to prevent choking when a person is suffering from dysphagia, and malnutrition (as measured against the MUST tool). Administer PEG feeds if required to do so (training would be given)
 - c. hydration to ensure those at high risk of dehydration have sufficient fluids which are recorded on a fluid chart
 - d. pressure areas to avoid pressure ulcers, and apply dressings when delegated by the district nurse
 - e. vital signs e.g blood pressure, blood sugar levels, when trained and required to do so
5. Answer calls on the call system, assess needs and provide appropriate help in accordance with the care plans
6. Administering medications to family members in accordance with the medications policy, and under supervision of GP, as required

7. Embrace the values of TWWC, recognising the importance of treating every family member as an individual and prioritising their unique needs and preferences with a compassionate approach
8. Encourage family members with mobility problems and other disabilities in the use of personal aids and provide support as required
9. Provide holistic end of life care with a focus on spiritual and emotional well-being, adhering to our whole person approach philosophy, and demonstrating excellence and compassion in every aspect of the care provided. By incorporating compassion, we strive to create a nurturing and empathetic environment where family members feel valued, supported, and truly cared for
10. Consult the Senior Care Assistant or other senior staff member on duty for advice or help as appropriate, during night shift contact Senior on call
11. Take on Key Worker responsibilities when required, in accordance with Society policy
12. Ensure that personal items of clothing belonging to family members are regularly laundered and mended so that family members always have an adequate choice of their own clothing
13. Undertake other duties as detailed by the manager during the course of your shift. This may include stock checks or other administrative or domestic tasks, including some food preparation duties
14. Assist with the setting up and serving of meals and drinks as required and provide support with eating to those who require it. Take food and drink to the rooms of those who are unable to come to the dining area and providing support with eating if necessary
15. Be prepared to assist with tidying the dining area and also with washing-up and tidying kitchen areas at certain times as required
16. Assist with maintenance of family members' rooms and public areas for a tidy and comfortable living environment. This includes things such as making beds, tidying living areas, emptying commodes, removing used or soiled linen and clothing, as well as other housekeeping tasks as required
17. To support and encourage family members who would like to be involved in maintaining their living area respecting their specific needs and choices
18. Actively engage in all aspects of home life, including supporting family members with various activities that enhance their quality of life which may include accompanying them to services or reading the Bible to them
 - a. Strive for excellence in supporting engaging events and activities that promote a sense of community among family members
 - b. Be transparent in your efforts, openly communicating the goals and benefits of these activities to the family members
19. Write notes for family members' care plans and records using person-centred language putting the person first not the task, as required by your manager. Communicate necessary information with staff on other shifts at the start and end of your duty to ensure that care is provided in accordance with the person's care plan and available to health care professionals when they visit
20. Regularly monitor the building for safety and security

21. Assist in the provision of a safe and secure environment with well-maintained equipment where the risk of infection is well controlled
 22. Actively welcoming volunteers and visiting speakers when required (eg support set up of a service on a Sunday)
 23. If required, admit and attend to inspectors or other visitors. Ensure that visitors to the home are welcomed and offered a drink etc as appropriate
- It is important that all visitors are asked to produce some form of identification and state the reason for their visit before being admitted. If necessary, this must be checked with Senior of duty/on call.*
24. Support families, friends and supporters of all our family members, especially those families who have family members experiencing dementia, practicing understanding and listening skills whilst promoting the person-centred approach of our service putting the family members choices and feelings first
 25. Raise any concerns regarding family members or relatives/friends with senior staff member on duty
 26. Develop the role of the 'Care Assistant' for the benefit of the whole scheme. Displaying a positive attitude at all times consistent to delivering a person-centred service

General

27. Assist in providing a supportive environment that respects and celebrates the Christian beliefs and practices of our family members
28. All staff are expected to further their knowledge and development through attendance on courses thought to be appropriate by their manager or at training sessions provided or facilitated by Pilgrims' Friend Society
29. In addition to the duties and responsibilities listed, you are required to perform other duties assigned by your manager from time to time that are within your capabilities