

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Care Officer Lovewalk</b>
<b>REPORTING TO</b>	<b>Senior Care Officer/ Home Manager</b>
<b>JOB PURPOSE</b>	To assist in the provision of a high standard of physical, emotional and spiritual care to residents. To contribute to the efficient running of the Home

### Introduction

This Job Description is intended to provide a clear framework for the job holder and their manager to guide them in the requirements of the job.

It indicates only the main responsibilities and competencies of the post.

It is not intended to be an exhaustive list of tasks, procedures and policies. It is the job holder's responsibility to ensure that they are familiar with all procedures and policies relevant to the job.

### Overview of Main Responsibilities (What the job involves)

<b>Care of Residents</b>	<ul style="list-style-type: none"><li>➤ Ensure that a high standard of care is provided and maintained by supporting residents in all aspects of their care and daily living, including physical, emotional and spiritual needs.</li><li>➤ Assist with cooking and shopping promoting independence.</li><li>➤ Assist in care planning demonstrating an understanding of person centred care.</li><li>➤ Participate in providing a stimulating environment for residents.</li><li>➤ Promote holistic care for residents</li><li>➤ Assist in bathing and dressing of residents respecting dignity</li><li>➤ Assist residents at meal times</li><li>➤ Knowledge of manual handling / correct use of hoists</li><li>➤ Follow guidelines of SOVA</li><li>➤ Promptly answer residents call buzzer</li></ul>
<b>Engaging with Relatives</b>	<ul style="list-style-type: none"><li>➤ Provide a high standard of customer service and care to relatives of residents.</li><li>➤ Build effective relationships with relatives in order to support the delivery of high quality care to residents.</li></ul>
<b>Working with colleagues</b>	<ul style="list-style-type: none"><li>➤ Work collaboratively and as part of a team with all colleagues in order to maintain the quality of care and smooth running of the Home.</li><li>➤ Assist colleagues in their duties where necessary in order to deliver the best level of care and service.</li></ul>
<b>Professional Responsibility</b>	<ul style="list-style-type: none"><li>➤ To contribute to the development of Love Walk's aims and objectives</li><li>➤ To report immediately to the Senior Care Officer any changes in the residents' condition, any accidents or incidents involving residents, visitors or staff, or problems within the Home</li><li>➤ To be familiar and comply with all Mission Care policies with special regard to</li></ul>

	<p>Health&amp; Safety, including emergency situations and Moving &amp; Handling.</p> <ul style="list-style-type: none"> <li>➤ To ensure that all times residents' needs are met in a way that respects their choice, dignity, privacy, independence, rights and need for fulfilment</li> <li>➤ To be familiar with the staff handbook</li> <li>➤ Maintain professional competence and knowledge.</li> <li>➤ Raise any issues of concern to supervisory staff.</li> <li>➤ To be aware of the guidelines of SOVA</li> <li>➤ To be responsible for completing time sheet and respecting working time directive</li> <li>➤ Attend mandatory training as directed by Line Manager</li> </ul>
--	---

### Relevant Competencies (How the job needs to be done)

<b>Performance Focus</b>	<ul style="list-style-type: none"> <li>➤ Get on with the job in hand and focus on what is important.</li> <li>➤ Act in such a way as to ensure that delivering quality care is at the heart of everything that is done.</li> <li>➤ A commitment to work at all times to the highest standard possible, meeting or exceeding what is required.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>➤ At all times to communicate with residents, relatives and colleagues in a constructive and respectful manner.</li> <li>➤ Ask questions and take time to listen to others in order to understand their point of view.</li> <li>➤ Use positive and appropriate communication language and methods</li> </ul>
<b>Working with Others</b>	<ul style="list-style-type: none"> <li>➤ Work with and willingly co-operate with others</li> <li>➤ Build effective and trusting relationships with colleagues</li> <li>➤ Understand how colleagues in different roles work together to deliver care</li> </ul>
<b>Planning and Organisation</b>	<ul style="list-style-type: none"> <li>➤ Maintain a level of personal organisation conducive to completing tasks in an efficient manner.</li> <li>➤ Organise resources, documentation and materials systematically</li> <li>➤ Undertake regular development activities including on the job, mandatory training, relevant courses and qualifications</li> </ul>
<b>Professional and Personal Experience</b>	<ul style="list-style-type: none"> <li>➤ Maintain a focus on personal development, endeavouring to become better at doing the job.</li> <li>➤ Experience of working in a care environment</li> <li>➤ NVQ2/3 or equivalent in Health and Social Care.</li> </ul>

### Notes

This Job Description may be reviewed and amended from time to time to meet operational requirements. Any changes will be confirmed in writing.

The job holder shares responsibility with Mission Care for making suggestions to improve the effectiveness of the post.

Please sign below to indicate your acceptance of this Job Description:

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
--------------	-------------------	--------------