



SCIMITAR



SCIMITAR CARE HOTELS PLC

Serving the community since 1973

Telephone: 01707 665515

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The Lodge,
Coopers Lane Road,
Potters Bar, Herts,
EN6 4AD

Job Description

Job title : Care Assistant
Responsible to : Head of Care
Accountable to : Registered Manager/Head of Care

Key Objectives and Functions

As an employee of Scimitar Care Hotels PLC, we expect you to provide a warm, safe and caring environment to all of our residents and their relatives. We require that you treat all individuals in and around the hotel with respect and compassion.

We expect you to provide an extremely high standard of care and service that will be maintained in the Hotel at all times. To do so, we will provide appropriate training to help you achieve your goals as well as advance in your career. As the Company is willing to invest into you and your development, you are expected to attend all training sessions set out to both ensure your competency on shift as well as guarantee that our residents can expect the very best from our staff.

You, along with your fellow colleagues will be expected to maintain resident's safety by ensuring the building is secure at all times and escalating any incidents to the emergency services and manager as necessary.

Duties

- a. Assist residents with washing, toileting, dressing and undressing where needed.
- b. Undertake moving & handling of residents and loads using specialist equipment.
- c. Make and change beds, tidy rooms, carry out light cleaning and empty commodes where supplied.
- d. Assist those residents who need it, with feeding. Lay tables and trays, serve meals, wash up, light meal preparation and clearing and tidying the dining room.
- e. Checking, mending and laundering resident's clothes.
- f. Assist in providing stimulation to residents through conversation, continuation of hobbies and other activities organized by the Care Hotel.
- g. Caring for residents who are temporarily unwell.
- h. Helping to provide palliative care for residents for are in the end stages of life.
- i. Assisting with the prevention and control of incontinence, providing comfort with dignity.
- j. Answering emergency room calls, the front door and the telephone courteously and promptly.
- k. Making visitors welcome, serving refreshments and giving any assistance that may be required.
- l. Reading and writing reports, taking part in staff and residents meeting and attending training sessions when requested.
- m. Observing the Health and Safety Policy.
- n. Understanding and carrying out of staff responsibilities in the event of a "Fire".
- o. Ensuring that all documents on staff notice boards are read and understood.
- p. Ensuring that any significant information or circumstances are recorded or reported to the senior person in charge.
- q. Ensuring that any information of a confidential nature is not divulged to a third party.
- r. Any other duties that might reasonably be expected.
- s. To attend all meetings as requested.