



JOB DESCRIPTION

Title of Post:	Care Assistant
Reports to:	Registered Manager
Accountable to:	Head of Health and Social Care
Hours:	Full time / part time / flexible (days, evenings, weekends)

M Care NI is a registered domiciliary care agency located at Knockbreda House, 414 Ormeau Road, Belfast, BT7 3HY. M Care NI also operates a sub office at Sketrick House, Ards Business Centre.

Job Purpose

M Care NI provides care and support to people within the South and East Belfast and North Down and Ards areas. M Care's services are designed to enable service users to remain at home and to live as independently as possible. M Care aims to ensure that service users receive a high quality service in line with their expectations and in keeping with the regulations and standards.

The Care Assistant role is crucial in the provision of a safe and effective domiciliary care service. Care Assistants provide a professional and compassionate service to our service users by promoting their dignity and independence. The post requires staff to be available to work weekends and bank holidays on a rota basis.

Main duties / responsibilities

1. To communicate effectively with service users and provide compassionate and dignified care.
2. To be familiar with the assessed needs and preferences of service users.
3. To support service users to complete the tasks identified in their care plan including personal care, meal preparation and assistance with medication.
4. To build positive relationships with service users, their families and health and social care staff
5. To identify, report and record any adult safeguarding concerns.

6. To monitor and review the service users' needs and report any changes in the presentation or circumstances of service users to M Care management.
7. To work directly with service users with a higher level of risk and complex needs, carrying out specific tasks and activities and where appropriate under the direct supervision of a health and social care professional.
8. To create and maintain records to an appropriate standard.
9. To commit to a working pattern and undertake duties in accordance with service users' needs, the duty rota and schedule.
10. To work as an effective and integral member of a forward-thinking team, providing a responsive and needs-led service
11. Undertake duties in accordance with the duty rota and schedule.
12. To ensure that the M Care App is used at all times for all activities relating to care delivery and to support effective communication with M Care management.
13. To consistently follow M Care's protocols on the delivery of personal care, uniform, social media, infection prevention and control, manual handling, safeguarding and whistleblowing.
14. To promote a positive culture in line with M Care's vision and aims.

Health & Safety

1. Promote safe working practices at all times.
2. To report immediately any matters relating to the safe use of equipment in service users' homes.
3. To report immediately any issues relating to accessing the service user or their home.
4. Report all accidents / incidents to management immediately.

Training and Development

1. Participate in and complete all mandatory and other relevant training within the specified timescale.
2. Participate in supervision and appraisal and undertake further training / reflection where required.
3. Complete and maintain registration with NISCC and adhere to the NISCC Standards for Conduct and Practice.

4. Attend staff meetings when required.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. M Care reserves the right to amend this job description from time to time, according to business needs. Any changes will be confirmed in writing.

PERSONNEL SPECIFICATION

Essential

- Ability to carry out personal care, assist with basic daily living tasks, housekeeping etc, within the allocated timeframe
- Ability to manage own time and workload and to provide a flexible and responsive service to meet the business needs of M Care.
- Ability to work as part of a team or unsupervised and use own initiative
- Ability to record and report accurate, legible and complete information
- Full driving licence and use of car for work with Business Insurance
- NISCC Registration or willingness to apply on appointment to post

Desirable

NVQ Level 2 in Social Care or willing to undertake this in the future.

Please read these notes carefully before completing the application form.

Please complete this application form using black ink or type. All sections of the form must be completed and legible. Non completion of any section may result in rejection of your application.

Personal Details

Please ensure that you give us your full and most up to date address for correspondence, a daytime telephone number and email address where you can be reached easily to allow us to contact you at short notice if required. Please supply all employment from leaving school including dates and reason for leaving. Please also ensure that you identify and explain any gaps in your employment history.

Disabilities

MCare NI wish to provide any assistance necessary to people with disability to ensure equality of opportunity at the interview. To ensure this happens, it is vital that you answer the relevant questions in this section of the application form. For guidance, a person that has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. Physical or mental impairment includes sensory impairments. Hidden impairments are also covered, eg, mental ill health, learning disabilities, hearing impairment, diabetes or epilepsy.

Essential/Desirable Criteria

This section of the application has been specifically designed to assist in the shortlisting process and relates directly to criteria outlined in the personnel specification. Failure to provide sufficient information/detail in response to the direct questions in this form, will in effect mean your application may not be shortlisted due to lack of information.

