

The College of St. Barnabas

Job Description

This job description is intended to be a guide to the key areas of accountability and responsibility within your role. It does not represent a finite list of work you will be expected to carry out, which may vary from time to time dependent upon the needs of the College.

Job Title: Carer

Accountable to: Registered Manager

Purpose of the Role

The Carer is responsible for the provision of care to all Residents in the Care Wing and Residents in the Cloisters in receipt of Domiciliary Care in the College. The Carer will have or will be expected to gain NVQ 2 or equivalent qualifications

Key Result Areas

- Responsible for the care of a Resident as identified in care plans
- To maintain the standards of care.
- To be familiar with all policies and procedures including those of the College Domiciliary Care Agency.
- To ensure that Resident's documentation (care plans) is kept up to date.
- **Work as part of a team**

The Key Result Areas above may be developed with specific short, medium or longer-term objectives and will be monitored by the Registered Manager.

Key Areas of Accountability

- Member of the Care Wing Team.
- To work within the requirements of the Care Standards Act 2000.
- The maintenance of the Residents welfare and safety.
- To complete all annual mandatory training requirement.

Operational Management

- Communicate with the Registered/Deputy Manager, Senior Carer and Team Leaders over any concern with any Resident.
- Maintain a safe environment for all Residents.
- Ensure all Residents hygiene, incontinence, nutritional and spiritual needs are met.
- Encourage Residents to participate in college life, whilst also ensuring they have sufficient rest and sleep.
- Communicating with the Registered Manager about individual Care and personal care plans.

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Administration Management

- Maintaining medical confidentiality in all matters.
- Ensuring that Residents Daily notes on Caresys are kept up to date.

General

- **Confidentiality** – all information relating to the College, its staff, residents and business is to be kept in the strictest confidence both during and after employment and cannot be disclosed without the express permission of the Council.
- **Personal Development**- you have a responsibility to ensure you keep up to date with legislation and best practice relevant to your areas of expertise and for identifying areas for development and training that you feel you need, in order to fulfil your role and the objectives set and to attend all Mandatory trainings relating to your role
- **Ambassador role** – all employees are ambassadors of the College and are expected to behave in a way that promotes its values and ethos.
- **Health and Safety** – all employees have a statutory responsibility to ensure that neither themselves nor others are put at risk by their actions or failure to act. All employees are required to know and understand their specific responsibilities in respect of Health and Safety.

This job description will be reviewed from time to time and any changes needed will be discussed and agreed with the Post Holder.