

Care Assistant/Driver – Learning Disabilities

Position	Care Assistant/Driver
Responsible to	Registered Manager
Job purpose	
To support and adapt to the needs of the residents in every aspect of their lives through provision of personal care and general day to day activities within the home over a 24 hour period in order to support person centred plans, promote independence and respect the dignity of the individual.	
Core responsibilities	
• Assist the needs of residents where needed according to their person-centred plan and all company policies & procedures, over a 24 hour period as allocated. • To be responsible for taking residents to day services and appointments using the company vehicle. • To be responsible for ensuring the company vehicle checks are completed as required. • Ensure that all domestic duties required in the home such as making beds, tidying rooms, laundering, collecting and washing of cutlery and crockery and emptying rubbish is completed by supporting residents according to various levels of independence. • Ensure that resident's nutritional and dietary requirements are met, offering choice in line with their care plan and the food preparation system of the home. • To understand, monitor and record residents' conditions and report any changes to the senior care assistant or person in charge as necessary. • To participate in team meetings as required. • To follow instruction and assigned tasks as decided by the responsible person on shift. • When assessed as competent, administer medication within the home in accordance with company guidelines. Complete and accurate records must also be kept to reflect this.	

- Assist residents to achieve their personal goals and accompany residents to medical appointments or excursions as required.
- To provide and assist in waking night duties as allocated.
- Carry out regular scheduled checks throughout your allocated shift.
- In an emergency, immediately seek advice from the responsible person and/or the Emergency Services.
- Any other duties as reasonably expected.

In line with Health and Safety Policy the job holder is expected to:

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To comply with health and safety law and Health and safety Policies and Procedures.
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.

The job holder is also expected to:

- Act in an honest, responsible and respectful manner to others.
- Be responsible for their own professional conduct.
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
- Comply with our obligations to our key stakeholders.
- To attend all mandatory training as required.

Person specification

Description

Rating

(Essential/ Desirable)

Full clean driving licence

E

Previous experience in a carers role

D

Good communication skills

E

Ability to work as part of a team

E

Last updated: 100919

Signed:

Print Name:

Date: