**Bedford Citizens’ Housing Association**

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| **Job Title** | Home Care Assistant |
| **Location** | Oak Way House & other schemes |
| **Responsible to** | Care Co-ordinator |
| **Responsible for** | N/A |
| **Liaison with** | Tenants, Residents, Relatives, other Carers and the Managers of BCHA |

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| **Main Purpose of the role:*** To work as part of the team providing personal care and support to tenants of BCHA schemes.
* To support and care for tenants in a way that ensures they retain independence.
* To be responsible, when trained, for the administration of drugs medication, when required.
* To comply with the standards required by the Care Quality Commission and BCHA.
* To deliver a service that enable tenants to remain independent
* To provide additional support services as required
* To develop a strong understanding of the individual needs of tenants.
* To build strong positive lasting relationship with tenants.
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| **Main duties and responsibilities:** |
| **1** | To assist tenants according to their planned care needs and in accordance with their wishes with personal care including washing, toileting, dressing, undressing, continence control and at mealtimes. |
| **2** | After training, to use equipment provided for moving and handling tenants correctly |
| **3** | To treat all tenants with dignity and respect at all times |
| **4** | To be responsible, when trained and required, for the administration and safe handling of medication. |
| **5** | To maintain accurate and comprehensive Care Plan Records in accordance with your responsibilities and instructions. |
| **6** | To attend handover meetings  |
| **7** | Following training act within the legal and regulatory requirements covering care services, including:- Care Standards Act Health & Safety requirements Fire Regulations. |
| **8** | Demonstrate an up-to-date knowledge of safeguarding of vulnerable adults requirements and work within these guidelines at all times. |
| **9** | To be aware of, and comply with, Bedford Citizens' Housing Association's Policies and Procedures. |
| **10** | Ensure that interactions with customers are warm and professional and to any questions received from customers, referring to a Manager any questions which you are unable to answer. |
| **11** | Assist with duties such as catering or housekeeping when required.  |
| **12** | To undertake training as required to fulfil the duties and responsibilities of the role |
| **Any other duties or variations to the above duties that may be reasonably required by BCHA from time to time** |

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| **Person Specification for: Home Care Assistant** |
| **Essential Competencies** |
| **1.** | Demonstrate an understanding of the needs of older people |
| **2.** | Willingness to undertake the required training to achieve a NVQ Level 2 in Care |
| **3.** | Good written and verbal communication skills |
| **4.** | Strong team player |
| **5.** | Good customer care skills |
| **Desirable Competencies** |
| **1.** | NVQ Level 2 in Care |
| **2.** | Trained in the administration and safe handling of medication  |
| **3.** | Experience of working in a care environment |
| **4.** | An understanding of Health & Safety  |

**Rev October 2017**