



JOB DESCRIPTION

Job Title: Health Care Team Member

Reporting To: Senior Nurse/Paramedic

Accountable to: Clinical Director

Role Purpose: To work as a team member in delivering high quality person centred care in a way that respects the dignity of the individual promoting independence and wellbeing.

KEY RESPONSIBILITIES

- Assisting residents with all aspects of their personal care whilst maintaining the privacy of the resident at all times.
- To assist residents in using their personal and mobility aids whilst ensuring all aids are well maintained.
- Assist social activities by interacting with residents and helping them to continue with their hobbies and activities within the home.
- To escort residents to and from the home when necessary.
- To understand, contribute to and be familiar with the resident's Person Centred Care Plans and report any changes to the shift leader.
- To complete accurate and effective written records as instructed in line with Medevent Limited's policies and procedures.
- To act and understand the role of a key worker to nominated residents.
- Assist residents during mealtimes in accordance with their care plan and serve meals and drinks as required.
- To answer the nurse call system promptly and give assistance as required
- To report any incidents, occurrences or complaints to the shift leader and record appropriately.
- To attend and participate in staff and residents meetings as required.
- To attend mandatory training and other training identified to enable you to fulfil your role is compulsory, this may involve travel to other venues and some overnight stays.
- To attend supervision and appraisal meetings as required.
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager or Head of Department/Division.

GENERAL

- To implement the Equal Opportunities Policy into your daily activities;
- To participate in the Home's quality assurance activities;
- To be familiar with the Home's Fire Policy and Evacuation procedures;

- To report to the appropriate person any accidents or illness of an infectious nature incurred by a resident, colleague, self or other persons that could have an impact within the home;
- To report to the appropriate person any significant incidents and faulty appliances, damaged furniture or equipment or any potential hazard including spillages;
- To ensure the security of the home is maintained at all times, including the identification of any visitors and ensuring they sign in and out of the Home;
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately you become aware of it;
- To respect client confidentiality, recognising when information of a sensitive nature needs to be shared in an appropriate manner, and work in accordance with the Data Protection Act (1998) and to ensure all new systems are reported to the Data Protection Officer;
- To be familiar and adhere to all Medevent Limited's policies and procedures;
- To promote and ensure the good reputation of the home and organization at all times.

This job description reflects the current requirements of the role. As duties and responsibilities change and develop, this will be reviewed and will be subject to amendment in consultation with the post-holder.

Health Care Team Member

PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
QUALIFICATIONS		
Good standard of general education to GCSE or equivalent	E	Application/Certificate
NVQ level 2 in Health and Social Care or equivalent minimum	D	Application/Certificate
Asset level 2 in Dementia Care or a willingness to undertake	E	Application/Certificate/ interview
KNOWLEDGE & EXPERIENCE		
Experience of working with a vulnerable client group	E	Application/Interview
Experience of working within a clients home	E	Application/Interview
Knowledge of the Skills for Care Induction Framework	D	Application/Interview
An awareness of CQC Regulations	D	Interview
A knowledge of the companies commitment to a Quality Assurance Programme	D	Interview
SKILLS & ATTRIBUTES		
Awareness of Health & Safety regulations	E	Application/Interview
A team player with ability to work effectively with diverse groups	E	Interview
Effective communication skills, written and verbal	E	Interview
Effective interpersonal skills – able to engage effectively with a range of audiences	E	Interview
Planning, administration and organisational skills with the ability to prioritise workload effectively	E	Interview
Understanding and awareness of the needs of the elderly and disabled	E	Interview
Empathy with mission, objectives and values of Medevent Limited	E	Interview
Good IT skills including Microsoft Office skills	D	Application/Assessment