

CE Project Job Description: Care Assistant

Job Title:	Care Assistant		
Tasks	Skills	Y	N
General Duties	<p>To learn from, listen to, support and enable service users to achieve their full potential and to maximize community inclusion and participation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> To work on identified goals in line with service user's individual plans as required and as agreed with line manager. <input type="checkbox"/> Provide personal care and support to service users, where required. <input type="checkbox"/> Participate in all aspects relating to the day to day operation of the service, including leisure activities, driving transport, escort duties, general cleaning and upkeep of the service. <input type="checkbox"/> Ensure a safe place of work, incorporating Western Care Association's Dignity at Work Policy and Health & Safety requirement. <input type="checkbox"/> To promote safety in all environments, in line with the Association's practices. <input type="checkbox"/> Use positive approaches to support people who may have challenging behaviour in line with Organisational practice. <input type="checkbox"/> Maintain the required records, reports, consistent with organisational requirements and Freedom of Information. <input type="checkbox"/> You will receive support and supervision from the Community Employment Scheme Supervisor and also the service manager regarding your day to day work. <input type="checkbox"/> Clean Drivers License <input type="checkbox"/> Participate in DSP and Western Care Mandatory Training. <input type="checkbox"/> Maintain confidentiality in line with Association's policies. <input type="checkbox"/> Any other duties as outlined by CE Supervisor or service manager. 		

Updated: 22/02/2018