



**WESTERN CARE  
ASSOCIATION**

Supporting people to live their lives

LP-1A

## CE Project Job Description Care Assistant

Job Title:	<b>Care Assistant</b>		
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> <p>To work on identified goals in line with service user's individual plans as required and as agreed with line manager.</p> <p>Provide personal care and support to service users, where required.</p> <p>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.</p> <p>Ensure a safe place of work, incorporating Western Care Association's Dignity at Work Policy and Health &amp; Safety requirement.</p> <p>To promote safety in all environments, in line with the Association's practices.</p> <p>Use positive approaches to support people who may have challenging behaviour in line with Organisational practice.</p> <p>Maintain the required records, reports, consistent with organisational requirements and Freedom of Information.</p> <p>You will receive support and supervision from the Community Employment Scheme Supervisor and also the Service Manager regarding your day to day work.</p> <p>Clean Drivers License</p> <p>Participate in DSP and Western Care Mandatory Training.</p> <p>Maintain confidentiality in line with Association's policies.</p> <p>Any other duties as outlined by CE Supervisor or Service Manager.</p>		

Updated: 13/07/2021