



Care Assistant Application Information
Larchwood Care

Welcome

We are delighted that you have decided to apply to join the Larchwood Care Team.

Larchwood Care was established with the aim of becoming recognised as the leading provider of nursing care in Northern Ireland. We believe every employee, regardless of their position, has an equally important role to play in helping us to achieve this aim.

At Larchwood Care we **Care for Life** – We see our role as one that encourages and promotes a high quality of life for everyone who lives at a Larchwood home. We provide nursing care of a very high standard, and in doing so, we believe that the quality of each of our residents' lives can be actively improved.

Our employees are what will make our business successful and we do our best to ensure that we recruit the best people possible at all levels.

Having recruited the best people, to retain them we provide our people with appropriate training and personal development so that they can contribute effectively, we reward our people appropriately and we encourage a positive work culture where feedback is encouraged and contribution is actively sought.

Not all of our new employees have experience working as a Care Assistant. We believe that if people have the essential qualities required of a carer – to show empathy, to listen, to understand the needs of others – we can provide the training to ensure you become a valuable asset to our business. If successful, we will commit to providing you with on-going training and support to ensure you become completely effective in your role. By promoting a culture of learning, we hope that you will be able to broaden your skills, take on more responsibility and be fully equipped to provide our residents with consistently high standards of nursing care.

At Larchwood Care, we offer flexible working hours and will try to accommodate individual needs. It is important that you indicate your hours of work suit you best.

This document provides a summary of the role of care assistant which you should find useful when completing your application form. Please ensure that you tell us about any information you feel might be relevant to demonstrate your ability to care for others in your application form. We hope that if you are successful in joining us, you will quickly become proud to say that you are an essential part of the Larchwood team.

Grade Care Assistant

Responsible to:
Reports to:
Responsibility for:
Experience:

Description of Duties

Care Home Manager
Nurse Manager
Residents well being/ care
Previous experience of working
with elderly an advantage.

Job Summary and Key Tasks

1. Demonstrate good communication skills
2. Demonstrate ability to give and receive oral reports and maintain records as directed by Nursing Staff/Team Leaders
3. Demonstrate a good attitude towards elderly residents, their relatives and other colleagues
4. Attendance at lectures for training, fire safety, Health and Safety and Moving & Handling
5. Maintain confidentiality
6. Demonstrate pleasant personality in telephone manner and personal contact (e.g. receiving relatives and visitors at door)
7. Assist colleagues in meeting residents' personal hygiene needs and assistance with dressing, toileting, eating, and any other help required.
8. Participate in 'Activities' with residents
9. Assist the Trained Nursing Staff in providing care to the residents in accordance with their instructions
10. Escort residents to Health Centre/Hospital/Out-patient Department
11. Demonstrate high level of observation skills
12. Identify and report all faults and potential hazards to Nurse in Charge
13. To undertake all other such duties as may be required from time to time to ensure the smooth running of Home and the well being of the residents.

PERSONNEL SPECIFICATION

CARE ASSISTANT

	Essential	Desirable
Attainments (Education and Experience)	Previous experience in care	Previous experience of elderly care
Special Aptitudes		Any training relevant to care e.g. Aromatherapy, Reflexology etc
Disposition	Very positive Friendly Reliable	
Circumstances and Availability	Flexible re working hours, early mornings, evenings and weekends and night duties when required Able to work occasional overtime when required	