

JOB DESCRIPTION	
Post Title: Healthcare Assistant	
Department: Nursing	
FT/PT: Full Time	Hours of work : 37.5
Post holder Reports to: Unit/Deputy Manager or Staff Nurse	
Post holder Supervises: No supervisory responsibility	
<p>Purpose of the job: To participate as a member of the nursing team in providing an efficient and professional service to the residents; ensuring the best possible standard of care at all times</p>	
<p>Equal opportunities : Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its service and in the employment of people and expects all employees to understand and promote equality of opportunity in their work</p>	
<p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Professional <ul style="list-style-type: none"> • Undertaking nursing duties after training and under supervision -: • Assisting residents in personal care such as dressing, feeding, bathing and hoist lifts. • Helping residents to walk and transport to other departments and events • Observing and reporting changes in the general condition of residents • Treating information given about residents in the strictest confidence • Helping to maintain the dignity, privacy, individuality, rights and choice of each of the residents • Reporting any anxieties, problems of residents to Unit/Deputy Manager or Staff Nurse and referring relatives, telephone calls, queries to respective departments • Knowing the location and utilising and complying with Nightingale Hammerson's Policy Book and being fully aware of Nightingale Hammerson's Fire Procedures and Health and Safety standards • Participating in in-service and other training in order to ensure the delivery of quality care for residents • Helping to maintain a good working relationship with all staff and pay attention to the environment in order to promote good resident care and job satisfaction for staff • To be prepared to work in all parts of the establishment as required 2. Administrative <ol style="list-style-type: none"> 2.1 Referring relatives, telephone calls, queries to the Unit/deputy Manager or Staff Nurse as appropriate 2.2 Assisting with reception, admission and transfers of residents to other areas of Nightingale Hammerson 2.3 Helping with the recording and care of the property of residents. 	

3. **General**
- 3.1 Knowing the location and utilising and complying with Nightingale Hammerson Policies and Procedures.
- 3.2 Reporting to the Unit/Deputy manager or Staff Nurse all untoward, incidents that occur to residents, staff and visitors within Nightingale Hammerson and recording them as required.
- 3.4 Being fully aware of Nightingale Hammerson's Fire Procedures including:-
- location of the fire alarm, fire extinguishers and fire exits and ensuring that these are kept clear at all times.
 - attending fire lectures
- 3.5 Understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Nightingale Hammerson. This will include correct placing of equipment and reporting of faulty equipment to the Unit/ Deputy Manager or Staff Nurse as appropriate.
- 3.6 Helping to maintain a good working relationship with all staff and pay attention to the environment in order to promote good resident care and job satisfaction for staff.
- 3.7 To be prepared to work in all parts of the establishment as required.
- 3.8 Such other duties, within the competence of the post holder, as may be required from time to time.

PERSON SPECIFICATION

The requirements listed below are considered to either be essential to successfully undertake the duties and responsibilities of the post or are considered desirable

Criteria	Essential or Desirable
Qualifications	
1. NVQ Level 2 in Care	Desirable
Experience	
2. Experience of caring for older people gained at work, in avoluntary capacity or at home.	Essential
3. Experience of undertaking a similar role.	Desirable
Knowledge	
4. To have an understanding of the needs of older people inresidential and nursing settings.	Desirable
Skills	
5. Ability to communicate effectively and work with and for olderpeople.	Essential
6. Ability to communicate effectively and work with a wide rangeof colleagues.	Essential
7. Ability to use a range of equipment in providing safe care toresidents, after training.	Essential
8. Literacy and numeracy skills in order to undertake written workassociated with the post.	Essential
Special Conditions	
9. Ability to work on a rostered shift basis, including evenings, weekends and public holidays and to flexibly respond to therequirement to provide twenty-four hour care.	Essential
10. Physically fit to undertaken the range of tasks involved inproviding a nursing service to residents.	Essential

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