

**SAGE CARE HOMES LTD**  
**Job Description**

Title	<b><u>Healthcare Assistant</u></b>
Responsible to	<b>Sister /RMN/ RGN</b>
Accountable to	<b>General Manager</b>

**Purpose:** To care for clients in a manner which respects their dignity and privacy and promotes their independence.

**Main Responsibilities:**

- a) To comply with the homes' Health and Safety, COSHH and Environmental Health regulations.
- b) To attend and contribute to staff meetings when required.
- c) To maintain confidentiality on all aspects of care and your work within the home.
- d) To have a working knowledge of the homes policies and procedures in respect of your job.
- e) To assist clients with personal care which includes, using the bath, bed bath or shower, foot and nail care, shampooing hair, helping clients shave, combing or brushing hair, mouth care, denture care, helping clients use a bedpan, helping clients use a urinal, helping clients using the toilet or a portable commode, preparing for bed, getting out of bed, washing and dressing.
- f) Helping clients with physical and mental activity, this could involve talking to them, taking them out for a walk or day trip, reading to them, writing on their behalf, assisting with the hobbies and recreational activities.
- g) Care for the dying.
- h) Assist with serving meals and other domestic duties you are qualified to undertake.
- i) Be on standby to answer emergency bells, greet visitors, answer the door.
- j) Ensuring care notes and any other form of written report that affects your work are read and kept up to date.
- k) Take part in staff meetings and internal and external training as required.

1) To assist with giving medication and clinical care to clients as authorised and directed ONLY IF YOU HAVE BEEN TRAINED AND ARE CONFIDENT IN PERFORMING THESE DUTIES. INFORM YOUR SUPERVISOR IF YOU HAVE ANY DIFFICULTIES WITH ANY ASSIGNED DUTY OF THIS NATURE.

**Note:** In addition to the responsibilities listed above it may be necessary to perform other duties not listed. Consideration will be given to your skills and status when requesting you to perform these duties.

**I .....have read and understand my job description, and agree to be bound by its contents. I understand that any deviation or mal-practice, which conflicts with my job description, may lead to disciplinary action.**

**Signed.....**

**Date.....**