



## Role Profile and Person Specification

### Care Assistant

Responsible to:	Appropriate Manager as specified in the Context Statement
Responsible for:	N/A
Location:	To be confirmed
Grade	Grade 4
Role Profile Ref:	CD002

### Context

Care Dorset's vision is "A world where people can thrive". This vision conveys our ambition to have a society in which individuals have the conditions, opportunities, and support to lead fulfilling, successful and meaningful lives. We have an ambitious five-year strategy focused on working towards achieving this vision.

Care Dorset launched in October 2022 as a new provider supporting adults across a range of support models and in different settings including reablement, day opportunities, supported living, extra care as well as residential care. We are a local authority trading company, wholly owned by Dorset Council, with strong ambitions to innovate and transform our existing services to deliver better outcomes for people as well as growing commercially.

We are passionate about not only providing the highest quality of support, but in also providing rewarding and meaningful career opportunities to our colleagues.

### The role

A Care Assistant will at Care Dorset will:

- Provide comprehensive personal care and support to the designated client group.
- Operate in line with established principles and guidelines, under limited supervision from the line manager.

- Tasks will follow defined procedures, requiring minimal creativity or innovative thinking. Interactions will generally be routine, focused on exchanging information on straightforward, non-contentious matters.

## Key Responsibilities

- Undertake personal care duties as required to the relevant client group which will typically include toileting, washing, manual handling (including hoisting) and transfer.
- Support the relevant client group in a way that maintains dignity and privacy.
- Participate in the maintenance of essential record keeping, through brief written recording on individual client records.
- Support at times with domestic tasks, such as cleaning and laundry.
- Comply with Health and Safety requirements in respect of manual handling and transfer hoisting and the use of protective equipment to aid infection control.
- Assist the relevant client group in the performance of practical tasks, including shopping and community activities as appropriate to promote independence.
- Participate in organised activities to meet client group needs, such as excursions, basic food preparation and domestic tasks.
- Act as a keyworker as and when required
- You would be expected to work within the Gold Standards Framework.

*This role profile is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.*

## What Benefits Will I Receive

- Generous Annual leave entitlement - starting at 27 days, rising to 32 after 5 years (exc. Bank holidays)
- Enhanced Maternity Pay
- Occupational Sick pay entitlement from day one
- Funded Blue Light discount package (superb discounts on travel, leisure, entertainment and more)
- Access to Employee Assistance Programme
- Comprehensive induction
- Excellent training & development opportunities supporting career progression.
- Access to Litmos online learning platform – our one stop shop for learning & development
- Refer a Friend Bonus - up to £300 per person you refer (Uncapped and paid on successful appointment)
- Celebrated success through annual awards ceremony

## Person specification

Must have

### Experience and Qualifications

- Qualification or proven ability in literacy and basic mathematics.
- Commitment to achieving NVQ Level 2 qualification.
- Understanding of personal/physical care needs
- Understanding of confidentiality and privacy

### Skills, abilities and knowledge

- Ability to work without close supervision
- Ability to attend to and assist with a range of physical care needs
- Empathy with the needs of the relevant client group
- Ability to follow care plans and instructions
- Ability to maintain/complete records
- Good communication skills, both written and verbal
- Ability to reflect on and learn from experience
- Ability to work as an individual or as part of a team
- Commitment to the achievement of quality standards
- Caring and understanding attitude

Good to have

### Experience and qualifications

- NVQ Level 2/3 in Direct Care.
- Understanding of legislation relating to the relevant client group.
- Experience of working with the relevant client group.