

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Care Assistant– Living Options  | The Karuna Home 3-5 Minorca Dr, Carrickfergus BT38 8WP |
| **Accountable To** |
| Registered Manager through Team Leaders |
| **The Service** |
| The Karuna Home provides residential care for up to ten adults who have Learning Disabilities and associated conditions aged 18 or over. Karuna aims to provide high standard accommodation and care for our residents in a purpose built accommodation. Karuna is located in Carrickfergus town centre close to local amenities. |
| **Purpose of the Job** |
| The role Care Assistant requires a team approach at all times with effective working relationships for the benefit of the residents. Assisting residents with activities of daily living and facilitate inclusion of residents in a broad range of activities. |
| **Salary/ Hourly Rate** | **Hours of Work** |
| £11.63 per hour | 35 hours per week5 x 7 hours shifts per week (weekdays, evenings and weekends including Bank Holidays) Shift pattern will be discussed at interview *Flexibility is required to ensure the needs of the service are met. Care Assistants must be available to work unsociable hours and on public holidays on a rotational basis.* |
| **Closing Date** |
|  5th July 2024 at 12:00 noon |
| **Length of Contract**  |
| Permanent  |

**We are currently offering a Welcome Bonus totalling £500: The bonus will be £250 on successful completion of 6 months’ service and a further £250 on the first anniversary totalling £500**

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| **Our Benefits** |
| * Annual Leave 5.6 weeks days pro rata in each leave year (inclusive of statutory days). This increases to 6.6 weeks after 5 years’ service and 7 weeks after 10 years’ service.
* Paid breaks.
* Free Parking.
* Free tea and coffee.
* Recognition & Reward scheme available to all staff in the course of their work.
* Paid annual NISCC registration fees.
* Investor in People Platinum organisation with commitment to development of employees through paid training and learning opportunities, including RQF Level 3.
* Enhanced rate of pay for working on bank holidays
* Auto-enrolment pension scheme, 5% employee contribution and 4% employer contribution.
* Occupational Sick Pay (2 weeks full pay, 2 weeks half pay after 6 months service).
* Employee Assistance Programme including access to 24/7 Doctors support.
* Health Cashback Scheme.
* Special offers at over 600 leading high street and online retailers.
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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose. **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| **Residents:*** Build positive relationships with the residents, know and understand their needs and interests.
* Collaboratively work with colleagues and other health and social care professionals to ensure care plans are person centred and meet the needs of the resident.
* Provide a professional service, ensuring dignity and respect, in assisting residents with personal care tasks, such as washing, dressing, eating, and using the toilet.
* Observe, monitor, and accurately record residents’ physical and emotional well-being, and promptly report any changes to the Team Leader.
* Ensure the health and safety of residents by adhering to the safe moving and handling, transferring, and repositioning of residents.
* Accompany residents outside the residential home where required.
* Enable and encourage residents to participate in social and recreational activities.
* Build and maintain professional and positive relations with residents families.
* Report any adverse incidents without delay to a senior member of staff, including falls, accidents, complaints.
* Enable residents to eat and drink and give out medication as required
* Ensure that all work within the home is undertaken in line with regulations and standards, is resident focused and upholds the principles of respect, privacy, dignity, fulfilment, independence, and choice.
* Ensure residents’ opinions and suggestions are listened to and their personal problems dealt with in a sensitive manner.
* Take responsibility for receiving and receipting all residents’ monies and monitoring petty cash expenditure as applicable.
* Protect the resident from any form of harm or abuse and report any Safeguarding concerns without delay.

**Administration:*** Contributing to maintenance of all records required by The Cedar Foundation and as outlined in statutory regulations.
* Ensure all petty cash records are maintained accurately, in line with policy and procedure.
* Have an awareness of all Cedar Foundation’s Policies and Procedures and will work within these.

**Health and Safety:*** Be aware of and act in accordance with The Cedar Foundation’s Health and Safety Policy.
* Conduct all activities in a manner which is safe to themselves and others.
* Report the need for repairs or maintenance in the home to the senior member of staff without delay.
* Perform housekeeping tasks, such as laundry, dusting, vacuuming, and changing bed linens.
* Complete night security checks in conjunction with residents requirements.

**General:** * Maintain a certain level of flexibility in working time and hours to meet the needs of the service, if required.
* Understand and adhere to the NISCC standards of Conduct and Practice.
* Have an awareness of and adhere to RQIA Residential Care Homes Minimum Standards.
* Participate positively in all RQIA inspections.
* Undertake all mandatory training.
* Participate positively in all workplace meetings including probationary reviews, staff meetings, supervision, employee relations meetings.
* Willing to partake in personal development.
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*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the Organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

*This recruitment campaign will retain a reserve list for similar posts including fixed term, permanent, full time and part time.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | Effective verbal and written communication to include numeracy skills. | Application Form/ Interview  |
| 2. | Interest in working with people in a care environment | Application Form |
| 3. | Awareness of the needs of people with learning and physical disabilities  | Application Form/ Interview |

**Please note - At present The Cedar Foundation does not offer Sponsorship.**

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| Values Competency |
| Criteria | Assessment |
| 1. | **Collaborativ**e working and the ability to work in a team to deliver our vision and strategic aims |  Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity**  | Interview / Probationary |
| 3. | Ability to support residents to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centered services. | Interview / Probationary |
| 5. | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

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| **Conditions of Employment** |
| **Requirement** | **Assessment** |
| 1. | The right to work in the UK. | Provide original right to work documentation |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of relevant referees and contact the referees to inform them that they will be contacted by us. |
| 3.  | Successful applicants will be required to go through an enhanced Access NI check. | Apply for an Access NI check online when requested to and provide the relevant ID without delay. |
| 4.  | NISCC registered or willing to register within 6 months of commencing employment and maintain registration throughout the duration of employment.  | If you have worked in the care sector previously you must provide evidence of NISCC registration relevant to role. If your registration has lapsed you must renew before or on your first day of induction.OrIf you are new to the care sector you must register with NISCC within 6 months of your start date. |
| 5. | Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work. | Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required. |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**