



## **Mae Care Limited**

### **COMMUNITY CARE ASSISTANT JOB DESCRIPTION**

**Title** – Community Care Assistant

**Location** – Various locations

**Report to** – Nicola Cooper Registered Manager

**Hourly rate** - £12.50 per hour, £13.00 for weekends.

**Post** – 20 hour position, inclusive of weekend work and bank holidays.

#### **OVERALL AIM OF THE POSITION**

Mae Care aim to make a difference in an older person's life.

Mae Care will offer a person- centred service, within a bespoke package, tailored to the individual needs and choices of the person.

Mae Care will train new team members, to put the customer at the 'heart' of the service, aiming to fulfil their needs, by including equality, diversity, respect, acceptance, and empowerment, to the person.

#### **JOB PURPOSE:**

Mae Care will assist our customers with all aspects of daily living activities. We will offer support and companionship to our customers, to help them to perform day to day self-care, such as toileting and hygiene.

We actively encourage our team to communicate regularly with the customers family, to keep them abreast of their progress, reporting on nutrition, well- being, health and hygiene, and any other appropriate information about the person.

#### **PERSONAL CARE ASSISTANT JOB DUTIES:**

- **Care for the physical, emotional, or cognitive impairments of the customer.**
- **Provide support, encouragement, and companionship, by engaging clients in activities that support their well- being and independence.**
- **Support the customer with all aspects of personal care such as toileting, bathing, brushing teeth etc; allowing them time to achieve these activities, as independently as they are able.**

- **Assisting customers with their mobility needs, using prescribed equipment, from Occupational Therapists**
- **Administering medications as directed by medical providers, reporting medication concerns or incidents.**
- **Liaise with family members and health professionals to arrange appointments and reviews of the person's well-being and health requirements.**
- **Provide support with household chores for the customer, such as laundry, washing dishes, changing bedding and other basic cleaning.**
- **To work on your own initiative with the support of a dedicated member of the management team.**
- **Documenting accurately on time spent sheets, MAR sheets and monitoring charts**
- **Work in conjunction with the daily rota for accurate time-keeping and allotted appointment times.**
- **Attend regular meetings with Line Managers.**
- **Attend and complete all mandatory training either in house or online, as specified, to improve the quality of the service provision.**
- **Carry out any other duties and responsibilities within the ethos and spirit of the job purpose.**
- **Ensure the Health and Safety requirements of the organisation and relevant legislation are met.**
- **Willingness to undergo training.**
- **Flexible with a view to rota changes.**
- **Be a team player.**
- **Be aware of government guidelines regarding PPE.**
- **Be able to provide a service in a non-judgemental manner.**
- **Have the awareness, understanding and willingness to meet the needs of a person with the diagnosis of dementia, and also differing cultural and religious backgrounds.**

### **SPECIAL CONDITION**

To facilitate meeting the needs of our customers, we will operate the service 365 days per year. It is an essential requirement of the job that post holders will be required to work flexible and unsocial hours. This will include working on evenings, weekend, and bank holidays.

Observance of Mae Care's Equal Opportunities Policy will be required.

The post holder will be subject to an Enhanced Disclosure with the Criminal Records Bureau and subject to suitable references provided.

Please send C.V and/or any enquiries to : [nicola@mae.org.uk](mailto:nicola@mae.org.uk) F.A.O Nicola Cooper