



THE LILIES LTD
Block A, Liverpool Business Centre
25 Goodlass Road
Speke
Liverpool
Merseyside
L24 9HJ
Tel: 0151 203 6518
Fax: 0161 870 6308
Mob: 0747 960 8654

Health Care Assistant

Job Outline

To work through the Agency for as many or few duties as you are able to honour, paid at the current rate for each duty undertaken.

To provide care, support and assistance to all clients recognizing their individuality and independence.

Responsibilities

- 1.To ensure that care is delivered in a manner that demonstrates respect for the privacy, dignity and rights of clients/patients at all times.
- 2.To assist patients to remain as independent as possible and to help them to exercise as much choice in their daily lives as they are able.
- 3.To assist clients/patients with all aspects of their personal, social and psychological care as appropriate.
- 4.To always act in a manner that ensures the safety of clients/patients.
- 5.To bring to the attention of qualified/senior staff and the Agency any information, incident or occurrence that may affect the care to be received by the patient/client.
- 6.To work as part of the team, maintaining clear/accurate records, good working relationships with colleagues, clients, peers and relatives.
- 7.To report any significant changes in the clients/patients behaviour/condition
- 8.To maintain confidentiality at all times.
- 9.To participate in regular supervisory sessions and complete a yearly appraisal.
- 10.To adhere to the Agencies Policies and Procedures (see staff handbook and the policy & procedures folder at the Agency offices).

Health & Safety

- 1.To be familiar with the apparatus and procedures in each unit/home you are placed for a duty.
- 2.To inform the Manager/Client/Agency of any malfunction of equipment, faults, hazards or any inadequacy, which may lead to the detriment of you or your clients/patients own Welfare and Safety.
3. To keep up-to-date with the mandatory training requirements of the Care Standards Act by attending free courses (i.e. moving & handling and health & safety yearly, food hygiene, adult abuse and infection control training every 2 years and first aid training every 3 years).

The Lilies Limited.
Registered in England No. 08397184. Registered Office: Block A,
Liverpool Business Centre, Speke, Liverpool, Merseyside, L24 9HJ.
Registered with the Care Quality Commission

www.lilieshealthcare.co.uk

Person Specification

1. Physical Requirements:

Essential	Desirable
Physically fit to perform the duties and responsibilities of the post.	Driver with own transport

2. Education/Professional Qualifications:

Essential	Desirable
Willingness to undertake induction and mandatory training as required	Completed certificate of secondary education
Willingness to undertake an (NVQ) National Vocational Qualification	Skills for Care Induction completed
To register with the GSCC (General Social Care Council) and ISA (Independent Safeguarding Authority) when it becomes a legal requirement	Mandatory training up-to-date
	NVQ Level 2 or above in Care

3. Work Experience, Knowledge and Skills:

Essential	Desirable
Good reading, writing and verbal communication skills.	Previous experience in a caring field
Basic understanding of the nature of the job	Understanding of the contribution of other primary care staff
Able to demonstrate an interest in the job role	
Willingness to attend training as necessary	

4. Aptitude and Personal Characteristics:

Essential	Desirable
Demonstrates a kind, caring, friendly and warm personality to staff and clients/patients	
Demonstrates an interest in working in the care environment	
Reliability and punctuality	
Able to work on own initiative and work within a team, accepting of decisions	
Able and willing to follow verbal and written instructions	
An understanding of equal opportunities, dignity, respect, individuality and promoting independence	