



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Relief Care Assistant
POST NUMBER	:	V-CC-PDR99
DEPARTMENT/DIRECTORATE	:	Social Services
DIVISION/SECTION	:	Adult Services
LOCATION	:	Residential Services across the Vale of Glamorgan
POST GRADE	:	C
RESPONSIBLE TO	:	Registered Manager/Deputy /Senior Care Officer
RESPONSIBLE FOR	:	N/A
LIAISON	:	Management, colleagues, visitors, other professionals
MAJOR PURPOSE OF POST	:	To provide person centred care and support to older people living in a residential home

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To promote and adhere to the principles of care.
- To assist and support residents with personal care tasks in accordance with resident preference, personal plans and risk assessments. This will include assistance with washing, bathing, dressing and continence management.
- To provide emotional support both proactively and as requested by family and friends and in accordance with individual plans.
- To assist residents with their mobility in accordance with manual handling guidance and risk assessments, this will include the use of equipment such as hoist, standing aids and wheelchair.
- To assist with the care of residents' clothing and laundry, this will include the handing of soiled linen.
- To assist, support and encourage residents to meet their nutritional needs. This will include providing assistance with eating and drinking and to provide drinks and snacks as requested.
- To assist and support residents with daily life tasks and recreational and social activities. This will include encouragement to participate in activities and accompanying residents to hospital appointments or visits to the local community.
- To assist, support and encourage residents to maintain existing relationships and develop new ones and to provide assistance where necessary to visitors, friends and relatives to support this aim.
- To fulfill the allotted duties of key worker to identified residents.
- To contribute to the creation and review of care plans, risk assessments and other relevant documentation.
- To practice in accordance with agreed procedures, this will include the administration of medication, infection control and food handling procedures.
- To undertake regular checks on the wellbeing of all residents in accordance with agreed schedules and individual plans.
- To maintain accurate records as required and participate in the communication of events during the daily handover process.
- To work cooperatively with management and colleagues and participate in the induction and mentoring of newly employed relief or agency staff as may be required from time to time.
- To attend and participate in supervision.
- To attend team meetings and training/developmental opportunities outside of rota hours as may be required from time to time.
- Complete minor housekeeping, health and safety and administrative tasks as required, this may include the tidying of communal spaces, laying of tables at mealtimes, emptying of commodes, cleaning up of spillages or bodily fluids, laundry, hand sewing, equipment checks and archiving.

- If on duty during the night, inspect the Home for safety and security at hourly intervals ensuring that all electrical equipment which is not in use has been switched off and complete tasks in accordance with agreed schedules.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures.
- To adhere to the Council's Confidentiality Policy.
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties.
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: