



# Morden College

## Job Description

<b>Job Title:</b>	<b>Domiciliary Healthcare Assistant</b>
<b>Hours per week:</b>	<b>37.5 FTE</b>
<b>Location/Department:</b>	<b>Cullum Welch Court (base)</b>
<b>Reports to:</b>	<b>Domiciliary Care Coordinator</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Budgetary Control:</b>	<b>None</b>
<b>DBS Disclosure:</b>	<b>Enhanced (with Barred Check list)</b>
<b>Date Prepared:</b>	<b>May 2018</b>

---

### **JOB SUMMARY/PURPOSE:**

- 1. To assist residents to maintain their independence in their own home and to advise them on preventative health care working.**
  - 2. To manage own workload under the supervision of the Domiciliary Care Coordinator.**
  - 3. To ensure that each individual resident achieves their maximum potential using a holistic approach.**
  - 4. To be aware of responsibilities under the Health & Safety at Work Act and to ensure safety procedures are carried out to maintain a safe environment for residents, staff and visitors.**
  - 5. To comply with the 6 groups of safeguarding reports, the internal procedures for reporting possible incidents and also the process of whistleblowing within the Care Home.**
  - 6. To maintain good communication at all times to ensure continuity of care and practice**
- 

### **KEY DUTIES & RESPONSIBILITIES:**

- 1. To work as a team with the Practice Nurses to provide personal care for residents of the College by visiting them in their home as required.**

2. To perform all resident care tasks as delegated by Practice Nurses which may include:
  - Observing and report any changes in the resident's condition to the Practice Nurses
  - Bathing and general hygiene
  - Mouth care
  - Toileting
  - Assisting with feeding/drinking
  - Assisting with general mobility
  - Pressure area care
  - Recording of bowels/bladder
  - Cleaning of care equipment
  - Infection control
  - Blood sugar analysis
  - Recording of weight
  - Urine analysis
  - Recording of temperature/pulse/BP
3. To be involved in resident assessment and updating of care plans as necessary.
4. To maintain the safety of each resident by using aids and equipment as applicable.
5. To communicate and liaise with other professionals ie Social Service, Physiotherapists, Chiropodist, Occupational Therapists, to provide holistic support for residents.
6. To advise on and check dosage and frequency of medication ordered by residents.
7. To accompany residents on community hospital visits as and when required.
8. To assist residents with eating and drinking as needed and to prepare light meals and snacks if required.
9. To ensure residents' weights are recorded as necessary and fluctuations in weight are reported to the Practice Nurses.
10. To assist with End of Life care for residents who are terminally ill.
11. To report to the Property Department any repair required to College property.
12. To endeavour to be cheerful and polite at all times to residents, colleagues and visitors.
13. To be aware of and adhere to the general staff guidelines and procedures for Health Care Assistants in Morden College.
14. To know the location and content of Cullum Welch Court Policy files.
15. To attend mandatory training sessions and staff meetings as required. To comply with manual handling policies and training.
16. To carry out any other reasonable duties falling within your capabilities to meet the needs of the Morden College Community.

## General Duties & Responsibilities

1. To maintain confidentiality at all times and to comply with the College policy thus ensuring security in the management and use of information.
2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To operate in accordance with the College's policies and procedures as detailed on the College's website and intranet and as set out in the Staff Handbook and elsewhere, and ensure compliance with Safeguarding Adults policies, Care Quality Commission legislation and key lines of enquiry.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulation (EU) 2016.

This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.

Employee's signature:

Manager's signature

Print name:

Print name:

Date:

Date: