Daughters of Wisdom, Romsey

Part-time Carer required

The Daughters of Wisdom have a vacancy for a Part-time Carer to support the Assisted Living community of Sisters in Romsey. The role will be 12 hours per week (Fri-Sun, 09.00-13.00) working alongside our existing team. The role would suit someone with a knowledge of best practice in supported living and ideally with some experience in a similar role.

The Daughters of Wisdom are committed to paying a living wage: the rate of pay for this post is in the region of £9 per hour. The role will be subject to a DBS check. If you are interested in this role please send your CV together with a covering letter explaining your interest and suitability for the role to recruitment@wisdomhouseromsey.co.uk to arrive no later than 10th September (23:59hrs)

The Daughters of Wisdom is a congregation of religious women. To find out more please visit our website: www.daughtersofwisdom.co.uk where a copy of the Job Description can be downloaded.

Registered Charity No. 234184

Job Description

Position: Care Assistant

Responsible to: Abbey House Care Coordinator

Introduction: Reporting to the Care Coordinator, this job will be Care Assistant for the community of Sisters in Abbey House.

General Duties (this list is not exhaustive) The duties are as follows:

- To participate in the safe and effective running of Abbey House for the sisters with the Principal Care Coordinator and General Manager.
- To monitor and participate in the care of the sisters in Abbey House.
- To encourage sisters as necessary with getting up in the morning and dressing, undressing, washing, bathing and toileting as required.
- To promote the spiritual, mental and physical well-being of sisters by talking to and listening to them, sharing in activities and assisting them with going out.
- To help sisters with mobility problems and other physical disabilities, including incontinence, help in use and care of aids and personal equipment e.g. wheelchairs, hearing aids, glasses, dentures etc.

- To care for sisters who are unwell and need extra help e.g. minor dressings, help with feeding, care in bed etc.
- To make and change beds; turn mattresses, tidy rooms, do light cleaning; empty commodes if necessary, to ensure sister's rooms and communal areas are in a good and safe condition at all times.
- To ensure that sisters' clothing is appropriate and in good condition and that each sister has a choice of clothing in assistance with other staff.
- To assist in the serving of meals; feed sisters who need help; prepare snacks and drinks when catering staff are not available; wash up and tidy away crockery and cutlery and ensure that the dietary requirements of sisters are met and, where appropriate, recorded.
- To ensure that call bells are positioned within easy reach of sisters where necessary and are promptly answered; answer the door and telephone as required, greet visitors and offer refreshments as appropriate.
- To maintain accurate notes and records of sisters and report any changes in sisters' condition to the Care Coordinator as well as alerting on any incidents concerning the sisters.
- To comply with the Abbey House guidelines and policies at all times.
- To maintain and promote the ethos of the House and the Daughters of Wisdom.

Note: This is an outline job description setting out initial responsibilities and tasks the post-holder may be required to undertake. It is not comprehensive and the post holder may be required to carry out other duties and responsibilities from time to time as determined by the Care Coordinator. The job description will also be subject to change in accordance with service needs.

Terms and Conditions

- 12 hours per week, Fri-Sun 9.00am-1.00pm
- £9.00 per hour tbc

Person Specification

This is a varied role in which the job holder will have to be very flexible and comfortable with changing priorities whilst at all times working in a safe way in line with current legislation and guidance. The ability and willingness to be flexible' and 'to turn their hand to anything' is also essential – as is:

- A person centred approach good listening and communication skills
- Good organisational and planning skills
- Flexible and adaptable to changing needs and priorities
- Able to work on own initiative and as part of a team
- Open and approachable
- Lots of common sense and a good sense of humour