

## Care Assistants

### Further particulars

Fairfield Residential Home is an independent charitable trust providing care and assistance to elderly residents in a unique and supportive environment. Founded in 1947, it has a long-standing reputation for delivering excellent standards of care. Initially established in a large Victorian house at 115 Banbury Road, Oxford, it is now housed in a purpose-built state of the art facility, completed in the summer of 2018. This provides 38 en-suite bedrooms, some of which are suitable for couples, and high-quality communal facilities including a large lounge, a dining room, a fully equipped activities suite with IT, wellness and beauty rooms as well as a separate 2-bedroom suite and a large, landscaped garden. It currently employs around 50 staff.

Fairfield is owned by a charitable company and is governed by a Board of Trustees. It is registered with the Charity Commission No. 1114653 and is regulated by the Care Quality Commission (CQC). It was rated Good by the last CQC inspection report dated March 2018.

Fairfield is noted for the love and affection its staff have for its residents and for its committed team of carers and support staff who contribute to the distinctive atmosphere. All employees are expected to enhance and promote this ethos. Safety is also a major priority for Fairfield and as Covid-19 continues to be a risk to our residents and our staff, we expect all staff to be fully vaccinated before working in the home.

Employee benefits include free meals while on shift, free parking while on shift subject to availability, free training with in-house support, and access to an employee assistance programme which offers a range of services including therapy, financial and legal advice as well as access to a Health Assured smartphone app. There is also a joining bonus of £250 payable on successful completion of your probationary period.

Due to our continued success we are now recruiting additional Care Assistants.

All candidates must have the right to live and work in the UK.

### Application Process

To apply, please email your completed [application form](#) to [postofcareassistant@fairfieldhome.co.uk](mailto:postofcareassistant@fairfieldhome.co.uk).

All applications will be acknowledged within 48 hours.

**Applicants: Early application is advisable as we may appoint and cease to accept further applications if there is a strong response to the advertisement.**

Agencies: Please note, Fairfield does not accept unsolicited CV's from any agencies. We only accept CV's from agencies that have been appointed and briefed on the position currently advertised.

## JOB DESCRIPTION

<b>JOB TITLE</b>	Care Assistant
<b>REPORTING TO</b>	Team Leader and Senior Care Assistant
<b>HOURS</b>	To be agreed
<b>HOURLY RATE</b>	£12.01 or £12.56 with NVQ2
<b>JOB PURPOSE</b>	To participate in the delivery of care to the residents to ensure that their physical, social, intellectual and emotional needs are met.

### Introduction

This Job Description is intended to provide a clear framework for the job holder to guide them in the requirements of the job. It indicates only the main responsibilities and competencies of the post and is not intended to be an exhaustive list. It is the job holder's duty to ensure that they are familiar with all procedures and policies relevant to the job.

### Overview of Main Responsibilities (What the job involves)

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ Work effectively with others within the home to make sure that residents' needs are met.</li> <li>➤ Ensuring dignity, choice independence and respect.</li> <li>➤ To work with consideration for the health, safety and wellbeing of everyone within the home.</li> </ul>
<b>Resident care and support</b>	<ul style="list-style-type: none"> <li>➤ To make sure each resident receives assistance with all elements of their personal care as outlined in their Plan of Care.</li> <li>➤ To participate with the team in continual monitoring of each resident's health needs including appropriate communication with senior members of the care team.</li> <li>➤ To make sure each resident's choice and independence is respected with a knowledge of each resident's risk assessment.</li> <li>➤ To understand residents' full potential and support them to live a life that they wish to lead.</li> <li>➤ To care sensitively for residents who are unwell or requiring palliative care.</li> <li>➤ To escort residents as required.</li> <li>➤ To answer resident call bells in a timely fashion and respond to requests.</li> <li>➤ To participate in the key worker system as defined within the home.</li> <li>➤ Assist as required to fulfil the social activities schedule.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ To understand the Plan of Care electronic system, meet all of its requirements and to maintain records on the system accurately and in a timely fashion.</li> <li>➤ To complete and understand all training required by the Registered Manager.</li> </ul>
--	---

**Relevant Competencies (How the job needs to be done)**

Competency	Detail	Essential/ Desirable
<b>Performance Focus</b>	<ul style="list-style-type: none"> <li>➤ Ability to understand and take instruction from Senior Care Assistants and Team Leaders</li> <li>➤ An ongoing desire to learn and to achieve excellent standards of care</li> <li>➤ Ability to prioritise workload.</li> <li>➤ Flexibility in dealing with the needs of residents.</li> <li>➤ A safe and practical approach to work.</li> <li>➤ Good timekeeping.</li> </ul>	E  E  E E E E
<b>Effective Relationships</b>	<ul style="list-style-type: none"> <li>➤ Ability to establish and maintain good working relationships with staff and residents.</li> <li>➤ A caring and positive approach to residents and to colleagues, helping to foster a warm and comfortable environment in the home.</li> <li>➤ A willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home.</li> </ul>	E  E  E
<b>Communication</b>	<ul style="list-style-type: none"> <li>➤ Ability to check and ask for more information if requests received are not understood</li> <li>➤ Ability to communicate well both in the written and spoken word.</li> <li>➤ Ability to deal appropriately and empathetically with sensitive and confidential matters.</li> </ul>	E  E  E
<b>Professional Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>➤ A well groomed and tidy appearance.</li> <li>➤ No formal qualifications required.</li> <li>➤ Diploma level 2 an advantage</li> <li>➤ Minimal IT Knowledge to be able to complete the requirements of an electronic Plan of Care system.</li> <li>➤ All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect and have a working knowledge of GDPR. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.</li> </ul>	E N/A D E  E